DOCUMENT RESUME

ED 446 418 EF 005 680

TITLE	State Requirements for Educational Facilities, 1999.
INSTITUTION	Florida State Dept. of Education, Tallahassee. Office of Educational Facilities.
PUB DATE	1999-00-00
NOTE	244p.
AVAILABLE FROM	State of Florida Department of Education, Education Facilities, 325 W. Gaines St., Room 1054, Tallahassee, FL 32399. For full text: http://www.firn.edu/doe/bin00012.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC10 Plus Postage.
DESCRIPTORS	*Educational Facilities; Educational Legislation; Elementary Secondary Education; *Guidelines; Public Schools; *Purchasing; *State Regulation
IDENTIFIERS	*Building Codes; Florida

ABSTRACT

This updated, two-volume document provides guidance for those involved in the educational facilities procurement process, and includes recent legislative changes affecting the state of Florida's building code. The first volume is organized by the sequence of steps required in the facilities procurement process and presents state requirements for property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, and design and inspection standards. The second volume contains Florida's Uniform Building Code. Appendices provide samples of the required forms. (GR)

Reproductions supplied by EDRS are the best that can be made
from the original document.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

Suzanne Marshall

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED 446 418

State Requirements for Educational Facilities 1999

A Two-Volume Document

- ❑ Volume I - Process and Rule
- ❑ Volume II - Building Code

Educational Facilities

Florida Department of Education

Available at:

http://www.firn.edu/doe/bin00012

EF 005 680

BEST COPY AVAILABLE

Educational Facilities
325 W. Gaines St., Room 1054
Tallahassee, FL 32399-0400
(850) 487-1130
Fax (850) 488-1677

http://www.firn.edu/doe/bin00012/home0012.htm

http://www.firn.edu/doe/bin00046/home0046.htm

State Requirements for Educational Facilities 1999

Volume I of II

❑ Process and Rule

PREFACE

This revised document has been updated to include recent legislative changes and to provide a transition to the upcoming statewide building code. This *State Requirements for Educational Facilities* (SREF) is written for a multiplicity of users, from the superintendents of the small school districts who manage all of the programs, including facilities, to the many people involved in multiple aspects of facilities programs in the large school districts, as well as those in the private sector.

SREF is generally organized by sequence of steps required in the facilities procurement process and covers general definitions, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, and inspection standards.

Requirements applicable to educational facilities are written in standard type. *Language in blue italics, which includes "shall," "must," "is," "are," or "required" are a reflection of statute references from federal, building, fire or other codes, or reiteration of previously required sections of SREF applicable to the subject Language in italics, which includes "may," "optional," "should," and "recommended" are recommendations suggestions, and good practices provided for the new facilities administrator or the consultant unfamiliar wit statutes, federal laws, building codes, fire codes, or other regulations applicable to public facilities constructio programs.*

Major Format Revision for 1999:
This 1999 edition of SREF is written in two volumes. Sections 5.1, 5.2, 5.3 and 5.4 of SREF 1997 have been moved to Volume Two, Chapter 7, which will ultimately be included in the statewide building code, proposed to take effect in January 2001.

6-2.001 Educational Facilities. State Board of Education requirements adopted pursuant to Chapter 120, Florida Statutes, to implement the State Uniform Building Code for Public Educational Facilities Construction in Chapter 235, Florida Statutes, are contained in the Department of Education publication titled "State Requirements for Educational Facilities, 1999, (Volume I - Process and Rule and Volume II - Building Code)," which is hereby incorporated by reference and made a part of this rule. All educational and ancillary facilities constructed by a school board or community college board shall comply with the State Uniform Building Code for Public Educational Facilities Construction (UBC). The UBC shall supersede any other code adopted by a board, or any other building code or ordinance, for the construction of educational and ancillary facilities and plants whether at the local, county, or state level rule. After January 1, 2001, the UBC will be a part of the Florida Building Code.

(1) In addition to "State Requirements for Educational Facilities, 1999, Volumes I and II," all, or the specific portions cited, of the of the following building codes are hereby incorporated by reference and made a part of this rule. If there should be conflicting requirements between these codes and the "State Requirements for Educational Facilities, 1999, Volumes I and II," the more or most stringent requirement shall apply.

(a) **ACI 318-95**. American Concrete Institute, "Building Code Requirements for Structural Concrete and Commentary" 1995.

(b) **AHERA**. Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, as revised July 1, 1995.

(c) **AISC**. American Institute of Steel Construction, Allowable Stress Design (*Manual of Steel Construction)*, Ninth Edition, edition adopted by SBC.

(d) **AISI**. American Iron and Steel Institute, Specifications for the Design of Cold-Formed Steel Structure Members August 1986 Edition with December 1989 Addendum.

(e) ANSI. American National Standards Institute. References to ANSI standards shall be the 1995 edition.

(f) **ASCE**. American Society of Civil Engineers. References to ASCE 7-98 standards shall be the edition listed in these State Requirements.

(g) **ASHRAE**. American Society of Heating, Refrigeration, and Air Conditioning Engineers.

(h) **ASTM**. American Society for Testing Materials. References to ASTM standards shall be the edition listed in the 1995 edition of the ASTM standards.

(i) **DCA**. Department of Community Affairs.

1. Florida Americans With Disability Implementation Act, 1993 and the Florida Accessibility Code for Building Construction, 1997 as adopted by the State Board of Building Codes and Standards, which has become the Florida Building Commission.
2. Florida Energy Efficiency Code for Building Construction (FEEC), 1998 Revisions to the 1997 Edition, as adopted by the State Board of Building Codes and Standards under Rule 9B-3.047 FAC.

(j) **DOT - AASHTO**. American Association of State Highway and Transportation Officials "Standard Specifications for Highway Bridges (1990 English Edition; 1994 Metric Edition) as modified by

Florida DOT Structures Design Guidelines for Load and Resistance Factor Design," Revised January 1, 1999, as incorporated by reference in Chapter 14, FAC.

(k) **FEMA**. Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, Revised as of October 1, 1995, for flood plain criteria governing insurability of facilities constructed in flood plain areas.

(l) **NEC.** National Electrical Code, 1999 (NFPA 70).

(m) **NFPA**. National Fire Protection Association 1997, NFPA 101, and other NFPA codes as applicable. Exceptions are NFPA 101 Sections 10-2.2.7 and 10-7.2.2.7 "Exit Passageways" and where NFPA codes are exceeded by these State Requirements.

(n) **OSHA**. Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR as Revised July 1, 1995.

(o) **SBC**. Standard Building Code, 1997, as adopted by the Department of Community Affairs, except as may be superseded by these State Requirements.

(p) **SGC**. Standard Gas Code 1997.

(q) **SJI**. Steel Joist Institute 1994 (40th Edition).

(r) **SMC**. Standard Mechanical Code 1997.

(s) **SPC**. Standard Plumbing Code, 1994.

(t) **TMS**. The Masonry Society Standards, 1992; TMS 602, TMS 402-92.

(2) Copies of the publication "State Requirements for Educational Facilities, 1999 Volumes I and II" are available from Educational Facilities, Florida Department of Education, 1054 Turlington Building, 325 W. Gaines St., Tallahassee, Florida 32399-0400, at a cost to be determined by the Commissioner, but which shall not exceed the actual cost. Copies of the codes listed in subsection one (1) of this rule are available from the publisher whose location and address are available from Educational Facilities. These codes are readily available to the public upon request at the cost established by the publisher.

Specific Authority: Sections AXIIS9(1), ASIIS9(d), State Constitution; Sections 215.61(5), 229.053(1), 230.23(9), 230.64, 235.01(2), 235.06, 235.19, 235.211, 235.26, 235.31, 235.32, 239, 240.327(1), Florida Statutes.

Law Implemented: Section AVIIS12, AXIIS9(a), AXIIS9(d), State Constitution; Sections 50.011, 50.021, 50.031, 50.041, 50.051, 50.061, 50.071, 215.61, 230.23(9), 230.64, 235.011, 235.014, 235.04(1), 235.05, 235.054, 235,055, 235,056, 235.057 235.06, 235.15, 235.18, 235.19, 235.193, 235.195, 235.211, 235.211, 235.26, 235.30, 235.31, 235.32, 235.321, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 237.40, 239.229, 240.209(3)(a), 240.295, 240.299, 240.319(3)(e) (f), 240.327, 240.331, 255.0515, 255.20, 267.061, 287.055, 287.0935, 287.133, 440.02, 440.03, 440.10, 440.103, 440.38, 442.004, 442.006, 442.007, 442.0105, 442.109, 442.022, 442.101, 442.109, 442.115, 471.003, 481.229, 489.113(2), 489.125, 553.63, 553.64, 553.71, 553.79, 553.80, and 633.025, Florida Statutes.

History: New 10-30-94, Amended 4-28-97.

TABLE OF CONTENTS

VOLUME ONE

CHAPTER NUMBER	SECTION NUMBER	PAGE NUMBER	CONTENTS
		1	**SECTION 6-2.0111, FLORIDA ADMINISTRATIVE CODE**
1			**ADMINISTRATION**
	1.1	1	EDUCATIONAL FACILITIES
		1	(1) Authority.
		1	(2) PECO and CO&DS Funds.
		1	(3) Uniform Building Code.
		1	(4) Exception.
		1	(5) Exception.
	1.2	3	DEFINITIONS
	1.3	13	EXCEPTIONS TO STANDARDS FOR INNOVATIVE PLANNING AND CONSTRUCTION TECHNIQUES
		13	(1) Requests for Approval.
		13	(2) Required Reports.
		13	(3) Unacceptable Results.
		13	(4) Acceptance as Standard.
	1.4	15	ACQUISITION AND DISPOSAL OF REAL PROPERTY
		15	(1) Authority.
		15	(2) Acquiring Real Property.
		16	(3) Coordination with Local Governing Bodies.
		16	(4) Recommended Usable Acreage.
		16	(5) Abandoned Facilities.
		16	(6) Returning Facilities to Instructional Use.
		16	(7) Disposal of Property.
		17	(8) FISH.
		18	(9) Waiver.
		18	(10) Written Agreements.

CHAPTER NUMBER	SECTION NUMBER	PAGE NUMBER	CONTENTS
	1.5	19	HISTORICAL RESOURCES
		19	(1) Requirements.
		19	(2) Demolition or Alteration.
		19	(3) Funding for Renovation and Remodeling.
		19	(4) Standards for Rehabilitation.
2			**FINANCE**
	2.1	21	EDUCATIONAL FACILITIES FINANCE
		21	(1) Administration of SBE Capital Outlay Programs.
		21	(2) Manuals and Forms for Boards.
		21	(3) Depository Account for School Boards.
		21	(4) CO&DS Funds are Available to Boards.
		23	(5) PECO Funds are Available to Boards, Including the BOR and the D&B, and Other Educational Agencies.
		24	(6) Earned Interest.
		24	(7) Eligibility Criteria.
		25	(8) Project Types.
		26	(9) Prompt Investment by a Board.
		26	(10) Improperly Expended Funds by a Board, Including the BOR, the D&B, and Other Educational Agencies.
		26	(11) Lease Agreements by a Board, Including the BOR.
		26	(12) Lease-Purchase Agreements by the Boards, Including the BOR.
	2.2	27	LEASE CONTRACTS FOR EDUCATIONAL AND ANCILLARY FACILITIES AND SITES.
		27	(1) Leasing Board Owned Property.
		27	(2) Leasing from Persons and Entities.
	2.3	29	LEASE-PURCHASE CONTRACTS FOR ANCILLARY AND EDUCATIONAL FACILITIES AND SITES.
		29	(1) Board Acquisition Options.
		29	(2) BOR Lease-Purchase Authority.

		29	(3) Prerequisites for Board Agreements.
		29	(4) Agreement Stipulation.
		30	(5) Agreements for Lease-Purchase Buildings on Board-Owned Property.

CHAPTER NUMBER	SECTION NUMBER	PAGE NUMBER	CONTENTS
3		31	**SURVEY PROCEDURES**
	3.1	31	EDUCATIONAL PLANT SURVEY
		31	(1) Survey Report.
		31	(2) Precedence.
		32	(3) Coordinate with Local Government.
		32	(4) Project Priority Lists (PPL).
	3.2	33	EDUCATIONAL SPECIFICATIONS AND FACILITIES PROGRAMMING.
		33	(1) Administration.
		35	(2) Site.
		36	(3) Concrete.
		36	(4) Masonry.
		36	(5) Metals.
		36	(6) Wood.
		36	(7) Insulation and Moisture Protection.
		36	(8) Doors and Windows.
		37	(9) Finishes.
		38	(10) Specialties.
		39	(11) Equipment.
		39	(12) Furnishings.
		39	(13) Special Construction.
		43	(14) Conveying Systems.
		43	(15) Mechanical.
		44	(16) Electrical.
4		45	**CONSTRUCTION PROCEDURES**

	4.1	45	PROFESSIONAL SERVICES AND CONSTRUCTION TECHNIQUES
		45	(1) Consultants' Competitive Negotiations.
		45	(2) Professional Design Services Required.
		46	(3) Day Labor Projects.
		46	(4) Negotiated Contracts under Emergency Conditions.
		47	(5) General Contractors and Sub-Contractors.
		47	(6) Construction Management/Construction Program Management.

CHAPTER NUMBER	SECTION NUMBER	PAGE NUMBER	CONTENTS
		50	(7) Design-Build.
		53	(8) Prequalification of Contractors for Educational Facilities Construction.
	4.2	57	GENERAL CONTRACT PROCEDURES
		57	(1) Bonds and Insurance.
		58	(2) Advertising, Bidding, and Awarding Contracts.
		59	(3) Payments to Contractor and Project Close Out.
		60	(4) OEF Form 209 - Certificate of Final Inspection
		60	(5) Change Order.
		60	(6) Toxic Substance Safety Precautions.
		60	(7) Testing.
		60	(8) Sole Source.
		61	(9) Wood Products .
		61	(10) Preference to Home Industry.
	4.3	63	DOCUMENTS AND SUBMITTALS
		63	(1) Construction Documents (Phase III).
		63	(2) Reuse or Prototype Projects.
		63	(3) Document Submittal.
		67	(4) Community College Master Plan.
		67	(5) Schematic Design Documents (Phase I).
		68	(6) Design Development Documents (Phase II).
	4.4	71	INSPECTORS AND INSPECTIONS
		71	(1) Uniform Building Code Inspectors (UBCI).
		72	(2) Threshold Building Inspectors.

		73	(3) Architect/Engineer of Record (A/E of Record).
		73	(4) Other State and Local Agencies.
		73	(5) Fire Safety Inspectors.
		73	(6) Sanitation and Casualty Safety Inspectors (SCSI).
		74	(7) Annual Inspections of Relocatables
		74	(8) Other Inspectors as Required by Code or Law.
5	5	75	EXISTING FACILITIES
		75	(1) Administration.
		77	(2) Existing Relocatables

CHAPTER NUMBER	SECTION NUMBER	PAGE NUMBER	CONTENTS

		81	(3) Site.
		86	(4) Concrete.
		86	(5) Masonry.
		86	(6) Metals.
		87	(7) Wood.
		87	(8) Insulation and Moisture Protection.
		88	(9) Doors and Windows.
		93	(10) Finishes.
		94	(11) Specialities.
		98	(12) Equipment.
		99	(13) Furnishings.
		100	(14) Special Construction.
		111	(15) Conveying Systems.
		111	(16) Mechanical.
		113	(17) Electrical.
6		117	**SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA**
	6.1	117	PROCEDURES FOR USE OF SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA
		119	(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools.
		134	(B) Community Colleges.
		146	(C) State Universities.
		156	(D) Related Spaces for Community Colleges and State

		Universities.
	160	(E) Public Broadcasting Stations.
6.2	165	SPACE UTILIZATION AND SPACE NEEDS GENERATION FACTORS, FORMULAS, AND STANDARDS FOR COMMUNITY COLLEGES
	165	(A) Space Utilization for Instructional Space Categories.
	167	(B) Space Needs Generation for Instructional Space Categories.
	168	(C) Space Needs Generation for Other Types of Space.
6.3	175	SPACE CATEGORIES FOR COMMUNITY COLLEGES
6.4	177	GUIDELINES AND LEGAL REQUIREMENTS FOR CONDUCTING AND REPORTING EDUCATIONAL PLANT SURVEYS FOR COMMUNITY COLLEGES
6.5	183	CHECK LIST FOR SUBMITTING EDUCATIONAL PLANT SURVEY REPORTS TO DEPARTMENT OF EDUCATION FOR REVIEW AND VALIDATION FOR COMMUNITY COLLEGES
APPENDIX	187	**FORMS**
	189	OEF 110A - Project Implementation Information
	191	OEF 110B - Certificate of Occupancy.
	193	OEF 208 - Letter of Transmittal.
	195	OEF 208a - Facility Space Chart/Net and Gross Square Footages
	199	OEF LCCA - Life Cycle Cost Data Sheets 1, 2, and 3
	205	OEF 209 - Certificate of Final Inspection.
	207	OEF 216CC - Capital Outlay Bond Issue (COBI) Amendment (Colleges)
	211	Instructions for OEF 216 for Community Colleges
	213	OEF 216PS - Capital Outlay Bond Issue (COBI) Amendment (Districts)
	217	Instructions for OEF 216 for School Districts
	219	OEF 217CC - Request to State Board of Education for Approval of Order of Priorities for Expenditure of State Capital Outlay Funds (Community Colleges).

	223	OEF 217PS - Request to State Board of Education for Approval of Order of Priorities for Expenditure of State Capital Outlay Funds (Public Schools).
	227	OEF 045 - Capital Outlay and Debt Service Funds
	229	Sample Resolution Requesting Issuance of Capital Outlay Bonds
	235	OEF 352 - Twelve-Month PECO Capital Outlay Projection and Request for Project encumbrance Authorization.
	237	OEF 564 - Report of Cost of Construction
	239	Sample OEF 442 - Cash Disbursement Request
	241	Index
Volume II		**Uniform Building Code (UBC)**

TABLE OF CONTENTS
VOLUME TWO OF TWO

CHAPTER NUMBER	PAGE NUMBER	CONTENTS
7		UNIFORM BUILDING CODE (UBC)
	259	PUBLIC EDUCATIONAL FACILITIES.
	243	(1) Public Schools and Community Colleges General Requirements.
	259	(2) Code Enforcement.
	260	(3) Reference Documents.
	260	(4) Definitions.
	262	(5) Administration of Public Education Projects.
	263	(6) Life Safety.
	264	(7) General Requirements for New Construction, Additions, Renovation and Remodeling.
	266	(8) Structural Design.
	266	(9) Site Requirements.
	268	(10) Wood.
	269	(11) Roofing.
	269	(12) Doors and Windows.
	271	(13) Special Safety Requirements.
	272	(14) Mechanical.
	272	(15) Plumbing.
	273	(16) Electrical.
	274	(17) Assembly Occupancies in Public Educational Facilities.
	275	(18) Shade and Green Houses.
	275	(19) Storage.
	276	(20) Child Care/Day Care/Pre-Kindergarten Facilities
	276	(21) Clinics.
	277	(22) Kilns.
	278	(23) Open Plan Schools.
	278	(24) Public Shelter Design Criteria.
	281	(25) Time-Out Rooms.
	282	(26) New Relocatable Buildings.

Educational Facilities. These "State Requirements for Educational Facilities" are applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade twelve (12); area vocational educational schools and area vocational/technical centers; adult education; community colleges; the Board of Regents (BOR) and the Florida School for the Deaf and the Blind (D&B), where referenced; ancillary plants; relocatables; lease and lease-purchase; new construction, remodeling, renovation, improvements, and site development projects. It shall be the responsibility of each school board and each community college board of trustees to ensure that all facilities constructed from any fund source meet the standards set forth in these State Requirements where applicable.

Requirements applicable to educational facilities are written in standard type. *Language in blue italics which includes "shall," "must," "is," "are," or "required" are a reflection of statute, references from federal building, fire or other codes, or reiteration of previously required sections of SREF applicable to the subject Language in italics which includes "may," "optional," should," and recommended" are suggestions or options for local consideration in managing the facilities procurement process.*

(1) **Authority.** The office of Educational Facilities shall review, update, and revise these State Requirements and make recommendations for their modification to the State Board of Education (SBE). These State Requirements shall not be changed, amended, interpreted, or modified by any other individual, agency, or entity.

(2) **PECO and CO&DS Funds.** Financial criteria for Public Education Capital Outlay (PECO) and Capital Outlay and Debt Service (CO&DS) funds are administered under these "State Requirements for Educational Facilities."

(3) **Uniform Building Code.** Section 7, which will become a part of the Florida Building Code, effective January 1, 2001, constitutes the Uniform Building Code for Public Educational Facilities Construction (UBC). The UBC is not applicable to the Board of Regents (BOR) and the Florida School for the Deaf and the Blind (D&B). If there should be conflicting requirements between referenced codes and "State Requirements for Educational Facilities, 1999," the more or most stringent requirement shall apply.

(a) **New Construction**. New construction of public educational facilities shall conform to and comply with the UBC, Section 7. The new construction portions of the UBC are applicable to the following:

1. New construction.
2. Relocatables.
3. Additions.
4. Remodeling of existing facilities.
5. Renovation of existing facilities.

(b) **Existing Facilities.** Existing public educational facilities shall conform to and comply with the UBC, Section 5.5 (Existing Facilities) which is applicable to the following:

1. Comprehensive safety inspections.
2. Maintenance and repair.
3. Operation of facilities and equipment.

(4) **EXCEPTION.** Facilities projects for the BOR are administered under Chapter 6C-14, F.A.C., and facilities projects for the D&B are administered under Chapter 13D-17, F.A.C., except where specifically

required in these State Requirements.

(5) **EXCEPTION.** Leased facilities shall comply with either the UBC or the chapters and sections applicable to the appropriate occupancies in the state minimum building codes as defined in Chapter 553, Florida Statutes, and life-safety codes as defined in Chapter 633, Florida Statutes, at the option of the board. Lease-purchase shall comply with these State Requirements.

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 240.327, Florida Statutes.

Definitions. For the purpose of these "State Requirements for Educational Facilities" the following terms shall have the meaning indicated herein and shall be applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade twelve (12), area vocational education schools, area vocational technical centers, community colleges, ancillary plants, relocatables, lease and lease-purchase projects, and to new construction, remodeling, renovation and improvements, regardless of fund source, and BOR and D&B, where referenced.

(1) **Administrator** - The superintendent of schools of a school district or the president of a community college.

(2) **Approved** - To make reference to a nationally recognized code or organization; to label, endorse, sanction, accredit, or certify.

(3) **Asbestos** - The asbestiform varieties of: Chrysotile (serpentine); Crocidolite (riebeckite); amosite (cummingtonitegrunerite); tremolite; and actinolite.

(a) **Asbestos-Containing Material** - Any material or product which contains more than one (1) percent asbestos as determined using the method specified in Appendix A, Subpart F, 40 CFR, Part 763, Section 1, polarized light microscopy.

(b) **Friable** - Asbestos material that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. This definition includes previously nonfriable material which becomes damaged to the extent that, when dry, it can be crumbled, pulverized, or reduced to powder by hand pressure.

(c) **Nonfriable** - Asbestos material which when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

(4) **Assembly** - Assembly occupancies include, but are not limited to, buildings or portions of buildings used for gatherings of fifty (50) or more people. Assembly occupancies include adjacent and related spaces to the main seating area such as stages, dressing rooms, workshops, lobbies, rest rooms, locker rooms, and store rooms.

(a) **Class A Assembly Occupancy** = One thousand (1,000) or more occupants.

(b) **Class B Assembly Occupancy** = Three hundred (300) or more but less than one thousand (1,000).

(c) **Class C Assembly Occupancy** = Fifty (50) or more but less than three hundred (300)

(5) **Basement** - That portion of a building between floor and ceiling which is below or partly below grade.

(6) **Board** - A district school board or a community college board of trustees. The term board does not include the State Board of Education, Board of Regents, the board of trustees for the Florida School for the Deaf and the Blind, or foundations. Each school board and community college board of trustees is deemed to be the owner of facilities and property within its respective jurisdiction.

(7) **Boiler** - A heat-producing appliance with an input capacity of more than sixty thousand (60,000) BTU's per hour and intended to supply hot water or steam. Boilers and the inspection of boilers shall comply with the Boiler Safety Act of 1987.

(8) **BOR** - Board of Regents, State University System.

(9) **Building** - A structure enclosed by exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of humans, animals, or property of any kind. A building separated from other structures by sixty (60) feet, or by a four- (4) hour fire wall with protected openings is considered

a separate building.

(10) **Building Permit** - A letter of plan approval authorizing construction from the Department of Education, or equivalent from another enforcing agency as authorized by Chapters 235 and 553, F.S., or other state law.

(11) **CCNA** - Consultant's Competitive Negotiations Act, Section 287.055, Florida Statutes.

(12) **CFM** - Cubic feet per minute.

(13) **Change Order** - A written order to the contractor signed by the superintendent/president and the architect, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time as originally defined by the contract documents.

(14) **COBI** - A State Board of Education capital outlay bond issue sold by the State on behalf of the boards pledging CO&DS for debt service.

(15) **CO&DS** - Capital Outlay and Debt Service funds derived from sources authorized by Section 9(d), Article XII of the State Constitution, as amended.

(16) **CO&DS Flow-Through** - The remainder of CO&DS money allocated to boards after debt service and administrative costs are withheld.

(17) **Combustible/Noncombustible:**

(a) **Combustible** - Capable of igniting at pressures and temperatures that might occur during a fire.

(b) **Noncombustible** - A material that, in the form in which it is used, will not aid combustion, add appreciable heat, or propagate fire.

(18) **Commissioner** - The Commissioner of Education, State of Florida.

(19) **Completion Date** - The date on which the board accepts the project, in whole or in part.

(20) **Construction Documents** - Those plans and specifications pertaining to a particular construction project including all amendments, addenda, bidding and bid documents, field orders and change orders which are part of the contract documents.

(21) **Corridor** - A roofed horizontal passageway within or adjacent to a building.

(a) **Primary Corridor** - A rated corridor serving spaces with an aggregate total capacity of fifty (50) or more persons.

(b) **Secondary Corridor** - A corridor which does not connect primary corridors or which serves spaces with a total capacity of less than fifty (50) persons.

(c) **Interior/Enclosed Corridor** - A corridor with long sides enclosed, ends enclosed or open, and a roof over the entire length.

(d) **Protected Corridor** - Any interior corridor, either open at the ends or closed at the ends by exit doors, which is separated from the remainder of the building by walls, ceilings, and floors having a fire resistance rating of one (1) hour or more.

(e) **Exterior/Open Corridor** - A corridor with only one (1) of the long dimensions enclosed.

(22) **Courtyard** - A non-air-conditioned court or enclosure adjacent to, or surrounded by, a building(s).

(a) **Exterior Courtyard** - A courtyard which is not roofed, has a minimum width of forty (40) feet, and has an opening a minimum width of forty (40) feet, with no obstructions, on one end. An exterior courtyard may be considered exterior space and used for exiting of adjacent spaces. For an

exterior courtyard with an opening between forty (40) and sixty (60) feet wide, the walls and wall openings must meet the requirements of SBC Table 600 and the maximum travel to the courtyard opening shall not exceed 150 feet from any point within the courtyard.

(b) **Enclosed Courtyard** - A courtyard which is not roofed and which is substantially surrounded by a building(s) on two sides or more and each opening to the exterior is less than forty (40) feet in width. The courtyard area shall be calculated for maximum occupancy as an assembly space and the number and size of remotely located exits shall be calculated for the maximum possible load. The maximum possible load is the greater of the calculated capacity of the courtyard or the load imposed by the surrounding spaces. An enclosed courtyard may be used as a component of exit access provided that the walls and wall openings meet the requirements of SBC Table 600 and the maximum travel to the exit discharge does not exceed one hundred fifty (150) feet from any point within the enclosed courtyard. An enclosed courtyard cannot serve as exterior for exiting or for emergency rescue openings.

(c) **Roofed Courtyard** - A courtyard which is roofed in any manner. A roofed courtyard is an assembly space and may not be used as a component of exiting for adjacent spaces.

(23) **D&B** - Florida School for the Deaf and the Blind.

(24) **DCF** - Florida Department of Children and Families (formerly part of HRS, Department of Health and Rehabilitative Services).

(25) **Department** - The Department of Education, State of Florida.

(26) **Design Professional** - A design professional is a professional engineer, registered land surveyor, architect, or landscape architect, as defined by Chapters 471, 472, and 481, Florida Statutes.

(27) **DMS** - Department of Management Services, State of Florida.

(28) **DOH** - Florida Department of Health (formerly part of HRS, Department of Health and Rehabilitative Services).

(29) **Educational Plant Survey** - A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years, to evaluate existing facilities and to plan for future facilities to meet proposed program needs.

(30) **Egress, Means of** - A continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consisting of three (3) separate parts: (a) the exit access, (b) the exit, and (c) the exit discharge. A means of egress comprises the vertical and horizontal ways of travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, horizontal exits, exterior courtyards and enclosed courtyards.

(a) **Exit Access** - That portion of a means of egress which leads to the entrance of an exit.

(b) **Exit** - That portion of a means of egress which is separated from all other spaces of the building or structure by construction or equipment to provide a protected way of travel to the exit discharge.

(c) **Exit Discharge** - That portion of a means of egress between the termination of an exit and a public way.

(d) **Emergency Wall Openings** - See item below.

(31) **Emergency** - Natural disasters such as fires and storms or other providential causes resulting in

imminent danger to life or safety or overcrowding of students.

(32) **Emergency Lighting** - Lighting designated to provide required illumination automatically in the event of any failure of the general lighting.

(33) **Emergency Wall Openings.** These openings may be satisfied by meeting the natural light and ventilation requirements if they meet the minimum dimension criteria.

(a) **Emergency Access** - A panel or opening, used for fire fighting, placed at intervals around the building exterior. This opening may be a door, a window, or a panel and may also serve as an emergency rescue (emergency escape), subject to conformance with minimum size requirements.

(b) **Emergency Rescue** - An opening to the exterior from every student-occupied space in a nonsprinklered building. This opening may also serve as an emergency access (emergency escape), subject to conformance with minimum size requirements.

(34) **Employee** - An "employee authorized by a board" shall be defined as follows: A person who receives compensation from, and is under the supervision of, a board which regularly deducts the F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law.

(35) **Equipment** - An equipment item is a material unit which meets all of the following conditions:

(a) **Shape** - It retains its original shape and appearance with use.

(b) **Nonexpendable** - It is nonexpendable, that is usually more feasible to repair it rather than replace it with an entirely new unit.

(c) **Capital** - It represents an investment of money which makes it feasible and advisable to capitalize the item.

(d) **Identity** - It does not lose its identity through incorporation into a different or more complex unit or substance.

(36) **Facility.**

(a) **Ancillary Facility** - A building or other facility necessary to provide district wide support services, such as an energy plant, bus garage, warehouse, maintenance building, or administrative building.

(b) **Ancillary Plant** - The buildings, site, and site improvements necessary to provide district wide vehicle maintenance, storage, building maintenance activities, or administrative functions necessary to provide support services to an educational program.

(c) **Auxiliary Facility** - The support spaces which are not designed for student occupant stations located at educational facilities and plants, such as libraries, administrative offices, and cafeterias.

(d) **Educational Facility** - Buildings and equipment, structures, and special educational use areas that are built, installed, or established to serve primarily the educational purposes and secondarily the social and recreational purposes of the community.

(e) **Educational Plant** - Comprises the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program.

(f) **Existing Facility** - A facility owned, rented, or leased.

(g) **Leased Facility** - A facility not owned, but contracted for use.

(h) **Permanent Facility** - A facility designed for a fixed location.

(I) **Relocatable/Portable Facility** - A building which is designed to be moved to a new location.

(j) **Modular Facility** - A structure which, when combined with other modules and/or demountable roof and/or wall sections, forms a complete building. This facility may be relocatable.

(37) **Feasibility Study** - The examination and analysis of information related to a projected educational facility to determine whether it is reasonable and financially practical.

(38) **FEEC** - Florida Energy Efficiency Code for Building Construction.

(39) **Fire Extinguisher** - A portable piece of fire fighting equipment. This equipment is approved and classified by a national testing authority such as Underwriters Laboratory or other authority as approved by the Office.

(40) **Fire Resistance Rating (Fire Resistance Rated)** - The time, in minutes or hours, that materials or assemblies have withstood a fire exposure as established in accordance with the test procedures of NFPA 251, Standard Methods of Fire Tests of Building Construction and Materials.

(41) **Fire Separation** - Fire separation is achieved by either a fire wall or building separation of sixty (60) feet.

(42) **Fire Wall** - A four- (4) hour fire resistance rated wall, having protective openings, which extends continuously from the foundation through the roof for a distance of three (3) feet above the roof.

(43) **FISH** - Florida Inventory of School Houses. The numbering system used by the Department of Education for parcels, buildings, and rooms in public educational facilities. Not applicable to community college inventory system.

(44) **Germicidal Cleaner** - A cleaning product containing a neutral detergent and a germicide (either a phenolic or quaternary ammonium type) agent that destroys microorganisms (bacteria, viruses and some fungi). The phenolic or quaternary ammonium type germicide shall be effective against the following organisms in the presence of five percent (5%) blood serum and water hardness of four hundred (400) ppm or higher: Salmonella choleraesuis; Staphylococcus aureus; Pseudomonas aeruginosa; Trichophyton mentagrophytes; and, Mycobacterium tuberculosis [use Environmental Protection Agency (EPA) registered tuberculocidal disinfectants only].

(45) **Historical Resource** - Any prehistoric site or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure troves, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, or culture of the State.

(46) **Impact or Service Availability Fees** - A fee, user charge, or assessment imposed by a municipality or other governmental agency for: the privilege of connecting to a system for which there is no immediate specific requirement for a capital improvement, expansion, or installation at the utility source necessitated by the connections; or an assessment imposed on board-owned property for the installation of a contiguous utility line; or an intangible service which does not have a clearly established cost.

(47) **Impervious Material** - Any smooth, nonabsorbent, and durable material, including waterproof grout, permanently resistant to corrosion or the effects of water, normal cleaning materials, and natural or artificial chemicals generally associated with toilet rooms, shower rooms, and food preparation areas. Such products as seamless epoxy quartz flooring, special epoxy coatings, ceramic tile, and quarry tile are acceptable as impervious materials.

(48) **Inspection** - An on-site review of a facility or site as required by Chapter 235, F.S., and by these State Requirements.

(49) **Instructional Space** - Any student capacity bearing space used primarily by students.

(50) **Interior Finish** - Materials permanently affixed to the interior building structure.

(51) **LCCA** - Life-Cycle Cost Analysis.

(52) **Long-Range Planning** - A systematic method whereby educational information and needs are carefully analyzed to provide facilities to meet the goals and objectives of the educational agency.

(53) **Low-Energy Usage Features** - Engineering features or devices which supplant or minimize the consumption of fossil fuels.

(54) **Maintenance and Repair** - The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements providing that the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life-safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation except as noted above.

(55) **Need Determination** - The identification of types and amounts of educational facilities necessary to accommodate the educational programs, student population, faculty, administrators, staff, auxiliary services, and ancillary services of an educational agency.

(56) **New Construction** - Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter.

(57) **Noncombustible/Combustible** - See "Combustible."

(58) **Occupancy, Certificate of** - A certificate which signifies that the facility is approved and may be occupied for its intended use.

(59) **Occupant Load** - For life-safety purposes, the total number of persons that may occupy a building or room thereof at any one time. Classrooms are calculated at one (1) person per twenty (20) net square feet; shops, laboratory, vocational and similar spaces at fifty (50) net square feet per person.

(60) **Occupied.**

(a) **Occupied Building** - Any time a building is open to the public or any other time the building is occupied by six (6) or more persons.

(b) **Occupied Space** - Any area designed for use by six (6) or more persons.

(c) **Non-student Occupied Space** - Any area planned primarily for use by persons other than students.

(d) **Student Occupied Space** - Any area planned primarily for use by six (6) or more students.

(61) **Office** - The Florida Department of Education, Educational Facilities, and/or Educational Facilities Budgeting.

(62) **Open Plan Building** - Any building which does not have corridors defined by permanent walls and is entirely open or divided by partitions which may be easily rearranged.

(63) **Open Plan Instructional Space** - An arrangement of two (2) or more class areas with no permanent partitions or wall separations.

(64) **Owner** - Each school board and community college board of trustees is deemed to be the owner of facilities within its respective jurisdiction.

(65) **Partition/Wall** - See "Walls."

(66) **Passive Design Elements** - Design features which minimize heat gain, heat loss, and the use of building equipment.

(67) **PECO** - Public Education Capital Outlay and Debt Service Trust Fund are funds derived from sources authorized by Section 9(a)(2), Article XII of the State Constitution, as amended.

(68) **Prequalification of Contractors.** A program which shall be used to prequalify contractors.

(a) **Competence for Qualification** - The required construction experience, competent supervisory personnel, sufficient finances, and the special abilities necessary to perform the type of work specified.

(b) **Delinquent Contractor** - When one (1) or more of the following occurs without justifiable cause:

1. Failure to provide substantial compliance with plans and specifications.
2. Failure to provide proper supervision and coordination of subcontractors.
3. Failure to meet the time schedule at any stage of completion of a project.
4. Failure to pay subcontractors in accordance with all previously approved requisitions for payment.
5. Failure to provide the quality of workmanship considered standard for the local trades involved.
6. Failure to comply with the warranty requirements of a contract.

(c) **Independent Certified Public Accountant** - A certified public accountant who has not had, during the period of the report, a financial interest or business affiliation with an applicant for qualification. This definition shall not include a firm or individual who performs a company's audit on a recurring basis.

(d) **Past Performance** - The contractor's past performance in quality of workmanship, supervision and coordination of subcontractors, compliance with plans and specifications, payment of subcontractors, meeting time schedules, and satisfactory compliance with all warranties.

(e) **Prime Contractor** - The individual, firm, or corporation awarded the contract for the work specified.

(f) **Projects of Equal Complexity** - Projects which require the same types and extent of skills in the various trades.

(g) **Projects of Equal Value** - Projects of approximately the same cost in dollars.

(h) **Responsible Experience** - Satisfactory completion of previous work of equivalent value and complexity.

(69) **Project.** A project may be one of the following:

(a) **Architectural/Engineering Project** - Project in which an architect or engineer translates specific educational requirements into drawings and specifications.

(b) **Construction Project** - The process in which a contractor uses plans and specifications to assemble materials, erect a building or structure, or physically modify real property.

(c) **Project Priority List (PPL)** - A list of board planned survey-recommended construction projects approved by the State Board of Education for CO&DS funding.

(d) **Prototype Project** - An architectural or engineering plan intended for reuse on another site and which will be updated for the new site and for compliance with the UBC and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped which are in effect at the time a construction contract is to be awarded.

(70) **Project Manual** - The volume assembled for the work which may include the bidding requirements, sample forms, conditions of the contract, and technical specifications.

(71) **Remodeling** - The changing of existing facilities by rearrangement of space and/or of use. The use and occupancy of the spaces may be changed.

(72) **Renovation** - The rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same.

(73) **Repair and Maintenance** - See "Maintenance and Repair."

(74) **Sanitation** - Promoting health and healthful conditions by the elimination of dirt and agents of infection or disease.

(75) **Satisfactory Educational Facility** - A facility which has been recommended for continued use by an educational plant survey or which has been classified as satisfactory in the state inventory of educational facilities: Florida Inventory of School Houses (FISH) for pre-K through 12 and vocational, or the Community College Facilities Inventory.

(76) **SBE** - State Board of Education.

(77) **Separate Atmosphere** - The individual volumes of air in a building which are divided by smoke proof barriers to limit contamination of the air by smoke and fumes during a fire.

(78) **Shall/Must** - Indicates mandatory compliance.

(79) **Should/May** - Indicates highly recommended procedure.

(80) **Site** - Land occupied or to be occupied by an educational facility or program.

(a) **Site Development** - Work that must be performed on an unimproved site to make it usable for the intended purpose.

(b) **Site Improvement** - Work that must be performed on an existing site to improve its utilization, correct health and safety deficiencies, meet special program needs, or provide additional service areas.

(c) **Site Improvement Incident to Construction** - The work that must be performed on a site in conjunction with the construction of an educational, auxiliary or ancillary facility.

(81) **Specifications** - That portion of the contract documents consisting of the written requirements for materials, labor, equipment, construction systems, standards, and performance of related services.

(82) **Square Footage -** (For net/gross calculations) in pre-K through grade 12, and vocational centers:

(a) **Net-Assigned Square Footage (NASF)** - The enclosed and interior floor area of a pre-K through 12 or vocational facility, measured from the inside faces of the walls which form the boundaries of the spaces, excluding exterior and interior wall thicknesses, interior and exterior circulation, toilet rooms, and electrical and HVAC equipment areas.

(b) **Nonassigned Square Footage** - In a pre-K through 12 or vocational facility, all square footage of interior and exterior wall thicknesses calculated at full (1.0) square foot value, roofed courtyards calculated at one-half (.50) square foot value, interior corridors calculated at full (1.0) square foot value, exterior covered walks calculated at one-half (.50) square foot value, electrical and HVAC equipment areas, including mechanical mezzanines, calculated at full (1.0) square foot value, and roof overhangs not used as covered walks calculated at one-third (.33) square foot value.

(c) **Gross Square Footage** - In a pre-K through 12 or vocational facility the total of net-assigned square footage plus non-assignable square footage.

(83) **Square Footage -** (For net/gross calculations) for postsecondary facilities:

(a) **Assignable Square Footage (ASF)** - In a community college, the enclosed and interior floor area assigned to or available to be assigned to an occupant or specific use, measured from the inside faces of the walls which form the boundaries of the spaces, excluding exterior and interior wall thicknesses, interior and exterior circulation, toilet rooms, electrical rooms, HVAC equipment areas and structural areas.

(b) **Nonassignable Square Footage** (also Net Nonassignable Square Footage) - In a community college facility, the floor area of a building space not available for assignment to an occupant or for specific use, but necessary for the general operation of the building. Includes custodial, circulation, mechanical, and toilet areas. The area is measured from the inside faces of the surfaces which form the boundaries of the space.

(c) **Net Square Footage** - Sometimes referred to as Net Usable Square Footage, includes assignable square footage and non-assignable square footage.

(d) **Structural Square Footage** - The floor area of a building that cannot be occupied or put to use because of structural building features, such as interior and exterior walls, or unusable areas in attics. This area is determined by calculating the difference between the measured gross square footage and the measured net square footage.

(e) **Gross Square Footage** - The sum of all floor areas on all floors of a building included within the outside faces of its exterior walls. The area is measured from the outside faces of the exterior walls, disregarding cornices, pilasters, buttresses, or other architectural features which extend beyond the wall face. Includes assignable square footage, (ASF) and non-assignable square footage (Non-ASF) and structural square footage; in other words, the total of the net square footage and the structural square footage.

(84) **Stage** - A raised portion of a place of assembly which is designed for the presentation of plays,

demonstrations, or other entertainment in pre-K through grade twelve (12) and community college educational facilities. Stages are classified as follows:

(a) **Working Stage** (Legitimate Stage) - A stage exceeding one-thousand (1000) square feet in floor area; or equipped with fly galleries, gridirons, rigging, or horizontal scenery dock, for movable theater type scenery; or having a ceiling greater than five (5) feet at any point above the proscenium arch.

(b) **Nonworking Stage** (Regular Stage) - A stage not exceeding one-thousand (1,000) square feet in floor area; and, enclosed on three (3) sides by one- (1) hour fire resistance rated walls; and, with or without a proscenium opening; and, having a continuous solid type ceiling over the stage area which does not exceed five (5) feet above any point of the proscenium arch; and, which does not contain a vertical or horizontal scenery dock.

(c) **Platform** - A stage, fixed or portable, not exceeding five-hundred (500) square feet in area, (not counting accessibility ramps); and, separated from a room or seating area by no more than a difference in floor level; with or without curtains; and, sharing a common ceiling plane with the seating area.

(d) **Thrust Stage** - A stage, not exceeding one-thousand (1000) square feet in floor area, extending beyond the proscenium arch into the seating area.

(85) **Student Capacity** - For planning purposes, the estimated number of students that can be satisfactorily housed in a facility at any given time based upon a percentage of the total number of satisfactory student stations.

(86) **Student Station** - For planning purposes, the net square footage requirements per student based upon the instructional program to be housed.

(87) **Toilet Rooms.**

(a) **Group Toilet Rooms** - Those rooms containing two or more of any one fixture type which are designed to be used by more than one occupant simultaneously, and which are accessible directly from a corridor, circulation area, or the exterior. The term gang toilet is synonymous with group toilet.

(b) **Special Toilet Rooms** - Those rooms which are in addition to the minimum number required by the codes and laws for the population to be served, but which are necessary to serve a limited area of the building or are accessible primarily to a particular group of occupants.

(c) **Public Toilet Rooms** - Those rooms which serve primarily the public and are conveniently located and accessible to public use facilities. Public toilet rooms may be utilized by students during school hours.

(d) **Accessible Toilet Rooms** - Those rooms serving primarily disabled persons.

(e) **Individual Toilet Rooms** - Those rooms containing one water closet and one lavatory. An individual toilet may also contain a urinal which is not separated from the water closet by a partition.

(88) **Uniform Building Code (UBC)** - The Uniform Building Code for Public Educational Facilities Construction authorized by Chapter 235, Florida Statutes, and found in these "State Requirements for Educational Facilities."

(89) **Walls/Partitions** - A wall normally extends from the floor through the ceiling to the deck above. A partition normally extends from the floor to the bottom of the ceiling above.

(a) **Demountable Partition** - A partition system made up of units designed to be disassembled, moved, and reassembled with a minimum of waste.

(b) **Operable Partition** - A partition system so constructed that it can be easily opened and closed by the occupants of the building.

(c) **Permanent Partition** - Any fixed partition system.

(d) **Portable Partition** - Any partition, screen, divider, visual barrier, or acoustical barrier which can be physically picked up and relocated.

(e) **Smoke Barrier** - A wall or permanent partition designed to prevent or restrict the spread of smoke. Such wall shall normally extend from the floor to bottom of deck above. Smoke barrier is synonymous with smoke wall.

(f) **Fire Resistance Rated Wall** - A fire resistance rated wall normally extending from the floor below to the bottom of the deck or roof above.

(g) **Fire Wall** - A four- (4) hour fire resistance rated wall, having protective openings, which extends continuously from the foundation through the roof for a distance of three (3) feet above the roof.

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.011, 235.06, 235.26, 240.327, Florida Statutes.

Exceptions to Standards for Innovative Planning and Construction Techniques. The Office may authorize exceptions to these State Requirements to permit boards to use new materials, systems, and applications in the design and construction of educational facilities. An authorized exception shall apply only to a specifically named project.

(1) **Requests for Approval.** Requests for exceptions to these State Requirements shall be made in writing prior to submission of educational specifications or plans. The request shall contain all of the following:
   - (a) **Scope.** Statement of proposed project.
   - (b) **Justification.** Reason for the request for exception.
   - (c) **Process.** Process to be used in conducting the project.
   - (d) **Results.** Statement of the expected results and benefit.
   - (e) **Predictability.** Statement of how reliable results will be produced.
   - (f) **Remediation.** Proposed corrective measures if the expected results are not achieved.

(2) **Required Reports.** Documentation of approved projects shall be submitted to the Office as indicated in the Educational Facilities approval letter and shall include:
   - (a) **Submittals.** Planning and construction document submittals.
   - (b) **Reports.** Interim status reports during construction.
   - (c) **Inspections.** Uniform Building Code Inspector (UBCI) and Office construction inspections.
   - (d) **Conclusions.** Project completion report, conclusions, and evaluation of the project.
   - (e) **Follow-up.** A minimum of two annual follow-up reports and inspections.
   - (f) **Remediation.** Method and date of implementation of corrective measures, if required.

(3) **Unacceptable Results.** When the results of a project authorized by this section are determined by tests and other required documentation to be unacceptable, the board, at its own expense, shall make corrections as previously agreed.

(4) **Acceptance as Standard.** Projects proven to be satisfactory may be approved for general use only when adopted into these State Requirements by the State Board of Education (SBE).

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 240.327, Florida Statutes.

Acquisition and Disposal of Real Property. Boards, including the Board of Regents (BOR), are authorized to purchase, own, convey, sell, lease, trade or encumber real property. Each board, including the BOR, may exercise the right of eminent domain. A board planning to acquire sites, existing facilities, or new facilities, through purchase, gift, lease, lease purchase, or otherwise, shall comply with all laws, procedures, and requirements pertaining to the appropriation and use of capital outlay funds including appraisal and/or condemnation procedures.

(1) **Authority**. Boards are authorized to purchase, own, trade, convey, sell, lease, or encumber real property.

(2) **Acquiring Real Property.** The purchase of real property by a board shall be in compliance with Sections 235.054 and 235.19, F.S. Before acquiring real property the board shall consider the most economical and practical locations for current and anticipated needs. The board shall coordinate with local, regional, and state governmental agencies to assure compatibility with the comprehensive plan. *The board should also consider the following factors:*

(a) Adjacent Property. The present and projected uses of property adjacent to the proposed site are not incompatible with the operation of the proposed facility.

(b) Right-of-Way. The proposed site shall not be located within any path of flight approach of any airport as required by section 333.03 F.S., and, insofar as is practicable, the site shall not adjoin a right-of-way for any railroad or through highway and shall not be adjacent to any factory or other property which would be likely to interfere with the educational program.

(c) Interference. The proposed site shall not be adjacent to or in the vicinity of any factory or other property from which noise exceeding one-hundred five (105) decibels at property lines, odors, or other disturbance or conditions would be likely to interfere with the program.

(d) Roads. The road capacity in the vicinity of the proposed site is, or will be, adequate for present and projected vehicular traffic and will not create conditions detrimental to ingress or egress. It is preferable to have two separate access points to the site to maintain traffic flow in the event of an emergency.

(e) Traffic Control. Roads, sidewalks, and bicycle paths in the immediate vicinity of the proposed site contain or will contain, adequate safety and traffic control devices.

(f) Size. The proposed site contains at least the minimum usable acreage necessary to meet the needs of the anticipated program.

(g) Floodplain. Identify the floodplain zone of the proposed site and the feasibility of the proposed construction in compliance with the floodplain management criteria in federal document 44 C.F.R., Part 59 and 60, and subsequent revisions adopted by the Federal Emergency Management Agency (FEMA)

(h) Outdoor Use. The site is suitable for outdoor programmed purposes, is well drained and free of mud.

(i) Transmission Lines. When selecting a site, it is preferable to avoid sites adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the board should ensure that the site has adequate acreage so that the buildings, play areas, and common use areas will not be within the power line right-of-way.

(j) Archaeological Resources. Significant archaeological resources, if any, on the site will not interfere with the planned program.

(k) Utilities. Utilities can be provided to the proposed site within the project budget

(l) Protection. Fire, police, and emergency services are, or will be, available at the proposed site.

(m) Soil Borings. Soil borings indicate the proposed site is suitable for construction.

(n) Clear Title. The proposed site can be purchased with a clear title.

(o) Easements. Right-of-way easements do not cross the proposed site or infringe on useable acreage.

(p) Potentially Hazardous Materials. The site should be determined to be clear of hazardous materials and underground contamination.

(q) Environmental Management. Environmental management issues must be addressed, as appropriate with local and state agencies.

(3) **Coordination with Local Governing Bodies.** The board and the appropriate local governing body shall agree on a process for assuring coordination and cooperation in the provision of educational facilities and associated infrastructure as described in Sections 235.193 and 235.194, F.S.

(4) **Recommended Usable Acreage.** The board should ensure that each site contains at least the minimum usable acreage necessary to meet the needs of the anticipated program as follows:

(a) **Elementary School.** A minimum of four (4) acres for the first two hundred (200) student capacity plus one (1) acre for each additional one hundred (100) students.

(b) **Middle or Junior High School.** A minimum of six (6) acres for the first three hundred (300) student capacity plus one (1) acre for each additional one hundred (100) students.

(c) **Senior High School.** A minimum of seven (7) acres for the first three hundred (300) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students, plus one (1) acre for each additional one hundred (100) students thereafter.

(d) **Area Vocational-Technical School.** A minimum of twenty (20) acres for the first five hundred (500) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students.

(e) **Community College.** A main campus site shall be a minimum of one hundred (100) acres. Each separate center site shall contain a minimum of forty (40) acres for the first five hundred (500) student capacity plus two (2) acres for each additional one hundred (100) students. Special-purpose center site acreage shall be appropriate to contain the functions identified in the program.

(f) **EXCEPTION**: The board may waive these minimum site sizes if a two-thirds (⅔) majority finds that an appropriate and equitable educational program can be provided on a smaller site.

(5) **Abandoned Facilities.** Abandoned facilities owned by the board shall be secured to eliminate hazards, unlawful entry, and vandalism.

(6) **Returning Facilities to Instructional Use.** When returning board owned educational facilities to instructional use, the facility shall be brought into compliance with the requirements for existing facilities found in the state minimum life safety codes, state minimum building codes, state and federal laws, and rules, as applicable.

(7) **Disposal of Property.** A board may dispose of any land or other real property by resolution of such board, if recommended in an educational plant survey, and if determined to be unnecessary for educational or ancillary purposes. A board shall take diligent measures to dispose of educational property only in the best interest of the public. This section does not apply to granting of easements, rights-of-way, or leases of board property. The board may dispose of such property by one of the following methods:

(a) **Transfer.** Transfer to another governmental agency for whatever consideration the board deems

to be in its best interest.

(b) **Trade.** The board may trade, to a public or private entity or person, land or other real property.

1. The board may trade land or other real property that has been appraised to be at least of equal dollar value.
2. The board may trade land or other real property not of equal value if the board deems the trade to be in its best interest.
3. There shall be no limit on the value of land or other real property which may be traded by the board.

(c) **Sale of Property under $100,000.** When, in the opinion of the board, the property has an estimated value of less than one hundred thousand dollars ($100,000) the board may dispose of the property by either public or private sale for whatever consideration the board deems to be in its best interest.

(d) **Sale of Property over $100,000.** When, in the opinion of the board, the property to be sold has an estimated value in excess of one hundred thousand dollars ($100,000), the board shall dispose of the property by public sale. Such sale shall be advertised for a minimum of once a week for three (3) consecutive weeks in a newspaper having general circulation in the district.

1. For property with an estimated value from one hundred thousand dollars ($100,000) to five hundred thousand dollars ($500,000), the board shall obtain an appraisal from at least one (1) qualified real estate appraiser to determine a fair market value, prior to or concurrent with receiving bids.
2. For property with an estimated value exceeding five hundred thousand dollars ($500,000), the board shall obtain appraisals from at least two (2) qualified real estate appraisers to determine a fair market, prior to or concurrent with receiving bids.
3. The board may sell the property if the bid price is within ten (10) percent of the lowest appraised value.
4. The board shall have the authority to reject any or all bids. If there are no bids, the board may dispose of the property by other approved means.
5. After disposal of any land or real property, funds received shall be expended on capital outlay projects.
6. When the property is obtained through the use of federal funds or under specified conditions, all prior covenants shall be met.
7. Upon disposal of any land or other real property, the board shall provide written notification of the action to the Office for deletion from Florida Inventory of School Houses (FISH) files.
8. When surplus property has been determined to be a liability by the board, after obtaining appraisals, advertising the property for public sale, and opening bids, if the highest bid is less than (10) percent of the lowest appraised value, the board may by extraordinary vote, dispose of the property to the highest bidder.

(e) **Lease-Purchase Contracts.** A board may dispose of any land owned by it, through a lease with an option to purchase or a lease-purchase agreement, to any person or entity, as the board determines to be in its best interest. A determination that the land, facility, or educational plant

is unnecessary for educational purposes is not a prerequisite for the lease or lease-purchase. The board shall advertise the proposal as required by law and prior to entering into such agreement shall hold a public meeting. A copy of the final agreement shall be available for inspection and review by the public. The intent to enter into a lease with an option to purchase or a lease-purchase agreement shall be published three (3) times in a local newspaper as required by law.

(8) **FISH.** Real property acquired by a school board shall be included in the inventory update as reported to the Department either electronically or mailed to the Office on the appropriate forms. All satisfactory relocatables owned, leased and lease-purchased by a school board shall be included in the inventory.

(9) Waiver. When a board waives the Recommended Usable Acreage it should consider the following:

(a) Grade Levels. The grade levels to be housed and the activities for each.

(b) Educational Programs. The educational programs including all outdoor activities to be conducted.

(c) Student Capacity. Student capacity of the proposed facility.

(d) Square Footage. Square footage of proposed facilities and approximate area of the ground level buildings

(e) Other Uses. Size of areas required, for other uses including, but not limited to:

1. Ballfields, practice fields, physical education, and other play areas.

2. Vehicular traffic/parking.

3. On-site utility plants.

4. Easements.

5. Environmental mitigation.

6. Growth management plans affecting the site.

(f) Justification. Justification for the waiver.

(10) Written Agreements. The board should have written agreements with the appropriate local or state agencies for provision of the following:

(a) Traffic control and safety devices.

(b) Fire and police protection.

(c) Primary roads and emergency access.

(d) Electricity.

(e) Water.

(f) Sewage disposal.

(g) Drainage and flood control.

(h) Archaeological resource identification.

See Rule 6-2.0111, Florida Administrative Code, and Sections 230.23(9), 235.002, 235.01, 235.04(1), 235.05, 235.054, 235.15, 235.19, 235.26, 240.209(3)(a), 240.319(3)(f), 240.327, 267.061, Florida Statutes.

Historical Resources. When new construction, remodeling, or renovation projects involve a historical resource as defined in Section 267.021, F.S., pursuant to Section 267.061(2) , F.S., the board shall notify the Division of Historical Resources of the Department of State, and afford them a reasonable opportunity to comment with regard to the project prior to the approval or expenditure of any state funds.

(1) Requirements. A board may designate an educational facility or plant as a historic educational facility if on of the following applies:

(a) Eligible for Listing. The Division of Historical Resources of the Department of State or the appropriat historic preservation board certifies that the plant is listed or determined eligible for listing in the National Register of Historic Places; or,

(b) Certified Local District. The plant is designated historic within a certified local district; or,

(c) Historically Significant. The Division or historic preservation board otherwise finds that the plant i historically significant.

(2) Demolition or Alteration. Each board shall initiate measures in consultation with design professionals having preservation expertise and with the Division of Historical Resources of the Department of State to assure tha where a historic property is to be demolished or substantially altered, timely steps are taken to determine tha no feasible and prudent alternative to the proposed demolition or alteration exists, and, where no alternativ is determined to exist, to assure that timely steps are taken either to avoid or mitigate the adverse effects, or t undertake an appropriate archaeological salvage excavation or other recovery action to document the property as it existed prior to demolition or alteration.

(3) Funding for Renovation and Remodeling. If the plant is determined to be unsatisfactory during an educational plant survey, a board may use PECO funds for renovation and remodeling of a historic facility designated pursuant to Section 235.435(1)(g), F.S., which provides that:

(a) The board agrees that the plant shall continue to house students.

(b) The board agrees to pay costs in excess of funds the facility would have generated through the depreciatio formula in Section 235.435(1)(a), F.S., for renovation and remodeling had it been determined to b satisfactory.

(c) The board formally designates the facility as historic with concurrence by other agencies, as required i statutes.

(4) Standards for Rehabilitation. If a board chooses to initiate a historic preservation project, the following standards for rehabilitation should be used:

(a) Preserve Historic Character. The historic character shall be retained and preserved with minimal chang to the defining characteristics of the building, its site and environment.

(b) Recognize the Facility's Time, Place, and Use. The property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as addin conjectural features or architectural elements from other buildings, should not be undertaken.

(c) Maintain Significant Changes. Most properties change over time; those changes having acquired histori significance in their own right shall be retained and preserved.

(d) Preserve Distinctive Features. Distinctive features, finishes, construction techniques and examples of craftsmanship that characterize the historic property shall be preserved.

(e) Repair/Replace Deteriorated Features. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new featur shall match the old in design, color, texture, and other visual qualities and, where possible, materials Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

(f) Safe Surface Cleaning. Chemical or physical treatments, such as sandblasting, that cause damage t

BEST COPY AVAILABLE

historic materials, or the environment, shall not be used. The surface cleaning of structures, if appropriate shall be undertaken using the gentlest means possible.

(g) Protect/Preserve Archaeological Features. Significant archaeological resources affected by the project shal be protected and preserved. If such resources are disturbed, mitigation measures shall be undertaken.

(h) New Work to be Compatible with Older Property. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall b differentiated from the old and shall be compatible with the mass, size, scale, and architectural features to protect the historic integrity of the property and its environment.

(i) New Construction, if Removed, Leaves Property Unimpaired. New additions and adjacent or related new construction shall be undertaken in such a manner which, if removed in the future, the essential fom and integrity of the historic property and its environment would be unimpaired.

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 235.435(1)(g), 240.327, 267.061, Florida Statutes.

Educational Facilities Finance. Educational facilities finance and capital outlay resources for the boards, including the BOR and the D&B, and other educational agencies, and the parameters under which PECO and CO&DS funds may be disbursed and expended shall be as prescribed in this section.

(1) **Administration of SBE Capital Outlay Programs.** The Commissioner shall be the agent of the State Board of Education (SBE) for the administration of all SBE capital outlay programs, including those programs funded in whole or in part from the proceeds of bonds issued pursuant to law. The DOE office of Educational Facilities Budgeting (EFB) is designated to administer the capital outlay programs for all public educational agencies.

(2) **Manuals and Forms for Boards.** The manner and the forms to be used by a board in reporting the source and use of monies together with various depository accounts maintained by the board shall be as prescribed in "A Manual: Financial and Program Cost Accounting and Reporting for Florida Schools" or "Accounting Manual for Florida's Public Community Colleges." In addition to the forms listed in the manuals, the following Educational Facilities forms shall be used:

(a) **CO&DS Forms.** Capital outlay and debt service (CO&DS) forms: OEF 217, "Approval of Order of Priorities for Expenditures of State Capital Outlay Funds" (PPL).

(b) **PECO Forms.** Applicable when requesting Public Education Capital Outlay (PECO) Classrooms First, and Effort Index, as well as other funds which may be distributed in a like manner.

1. OEF 352, "Twelve Month PECO Capital Outlay Projection and Request for Project Encumbrance Authorization."
2. OEF 442, "Cash Disbursement Request."

(3) **Depository Account for School Boards.** The school boards shall establish a depository account into which shall be deposited proceeds and interest earned from the sale of school district bonds. The following funds, and interest earned, may also be deposited into the account, with a separate accounting by fund source:

(a) **State Capital Outlay Funds.**
(b) **Proceeds of SBE Bonds.**
(c) **Proceeds of Revenue Certificates.** Unless otherwise restricted by issuing resolution.
(d) **Receipts from Local Capital Improvement Tax Levies.**
(e) **Proceeds from Sections 237.161 and 237.162, F.S., Loans.**
(f) **Transfers from Operating Funds.**
(g) **Federal Sources.** As allowed by federal statutes and as directed by the Commissioner.
(h) **Proceeds from the Sale of Real Property.**

(4) **CO&DS Funds are Available to Boards.** Each board is entitled to CO&DS funds on the basis of instructional units. CO&DS funds are currently authorized under the following provisions:

(a) **Administer and Expend.** All funds accruing to or benefitting a board under Section 9(d), Article XII of the State Constitution, as amended, (CO&DS funds) shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants. This includes current funds, the proceeds of SBE capital outlay bond issues (COBI), and other loans intended to be serviced at any time from CO&DS.

(b) **Use of Funds.** CO&DS funds may be used only for the following purposes:

1. The SBE may use CO&DS funds to pay debt service on bonds issued by the State under provisions of the State Constitution, and to pay the costs of administration.
2. CO&DS flow-through (non-bonded proceeds) may be used by a board to pay lease-purchase agreements which are eligible for expenditure of CO&DS funds or debt service on loans, including principal and interest; to pay principal and interest on local district bonds, provided all projects paid from this source of funds are approved by the Commissioner for the SBE, on a Project Priority List (PPL); to pay loans made under the provisions of Sections 237.161 and 237.162, F.S., when the proceeds of such loans are used to pay for capital outlay projects eligible for the expenditure of CO&DS funds; to pay for survey-recommended capital outlay projects in order of priority, as determined by law, rule, and other requirements and; to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph.
3. Proceeds from SBE capital outlay bond issues (COBI) may be used by a board to pay for survey-recommended capital outlay projects, in order of priority, as determined by law, rule and other requirements, and to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph.

(c) **Proceeds for Designated Projects.** Proceeds of CO&DS funds derived from SBE bonds may be expended only for the costs of the projects designated in the original or amended (OEF Form 216) resolutions requesting and authorizing the issuance of the bonds. If the board finds that, subsequent to validation, it is more advantageous to the district to change the projects, it may by formal resolution request that the SBE amend the list of projects included in the original bond resolution. Expenditures on amended projects shall not be made until approved by the SBE.

(d) **Establish Priority of Projects.** The priority of CO&DS projects shall be established by the following procedures:

1. The board shall formulate a proposed building program for projects to be paid from CO&DS funds. This proposed building program shall be based on the current educational plant survey and shall list the projects in the order of priority as determined by the board, survey, law, rules and other requirements.
2. The Department shall verify that the proposed building program and the priority of projects conform to the provisions of the Constitution, law and requirements. The Department shall submit the list to the Commissioner for approval. When approved by the Commissioner for the SBE, the building program and priority of projects shall be followed for the issuance of bonds to pay for the projects, and for the "pay-as-you-go" method of purchasing projects. If the Department finds that the proposed building program and priority of projects do not conform, the board shall be notified, giving reasons and suggestions for change.

3. Exceptions to the order of priority may be allowed by the SBE if the board submits evidence that it will be advantageous to the welfare of the district or will provide substantial savings. A board requesting an exception shall present a statement in writing to the Department, setting forth justifications. The Commissioner shall make a recommendation on the request for exception to the SBE.
4. The PPL shall remain in effect until all projects are completed or until changed by a new PPL.

(e) **Expenditure in Order of Priority.** CO&DS funds, the proceeds of loans, lease-purchase or bond issues serviced by CO&DS funds, shall only be expended by boards in the order of priority as established below. All Priority A projects recommended in a survey must be under contract before lower priority projects are eligible for expenditure of CO&DS funds, except as prescribed in this section.

1. PRIORITY A.
   a. New construction, remodeling or renovation of educational and auxiliary facilities and plants; equipment for educational programs and auxiliary facilities; sites or additions to sites; site development; site improvement incident to new construction; and, correction of safety to life, health, and sanitation deficiencies.
   b. During any fiscal year, a board may encumber up to twenty percent (20%) of its current entitlement of CO&DS funds for equipment for existing satisfactory facilities.
2. PRIORITY B.
   a. Maintenance and repair of an educational plant recommended for continued use in an educational plant survey.
   b. Other capital outlay and educational plant improvement purposes authorized by law and requirements.
   c. Ancillary facilities.

(f) **Expenditure After All Survey Needs Are Met.** If a board has met all its capital outlay needs as determined in its educational plant survey, it may apply to the SBE for approval of expenditure of CO&DS funds for purposes determined by the board. A request for approval of expenditure of these funds shall be submitted to the SBE on a PPL.

(5) **PECO Funds are Available to Boards, Including the BOR and the D&B, and Other Educational Agencies.** Each board, including the BOR and the D&B, and other educational agencies, may receive capital outlay funds from PECO as annually appropriated by the Legislature. PECO funds are currently authorized under the following provisions:

(a) **Administered and Expended.** All funds accruing to or benefitting a board, including the BOR and the D&B, and other educational agencies, under Section 9(a)(2), Article XII of the State Constitution, as amended, (PECO funds) shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants. This includes current funds and the proceeds of SBE public education capital outlay bonds intended to be serviced at any time from PECO funds.

(b) **Use of Funds.** PECO funds may be used for the following purposes:

1. The SBE may use PECO funds to pay debt service on PECO bonds issued by the State under

provisions of the State Constitution and to pay the costs of administration.

2. Boards, including the BOR, may use PECO funds allocated pursuant to Section 235.435(1), F.S., for remodeling, renovation, maintenance, repair, and site improvement for existing satisfactory facilities. A board shall spend at least ten percent (10%) of its allocation under this section to correct safety to life, health and sanitation deficiencies. Remodeling projects must be survey-recommended.
3. Eligible school boards may use PECO funds allocated pursuant to Section 235.435(2), F.S., Special Facilities Construction Account. (SFCA)
4. School boards may use PECO funds allocated pursuant to Section 235.435(3), F.S., to pay principal only on debt service, for lease-purchase agreements, district bonds, or principal only on loans made under the provisions of Section 237.161 and 237.162, F.S., when projects funded by these sources are recommended in an educational plant survey. School boards may also use these funds to pay for capital outlay projects recommended in an educational plant survey and to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph. Districts participating in an SFCA construction account must apply all their Section 235.435(3) funds toward their SFCA.
5. Community college boards of trustees and the BOR may use PECO funds allocated pursuant to Section 235.435(4), F.S., as authorized by legislative appropriation.
6. School boards earning PECO funds allocated pursuant to Section 235.435(5), F.S., may expend these funds toward any survey-recommended project.
7. EXCEPTION: District school boards shall not use PECO for landscaping, the construction of football fields, bleachers, site lighting for athletic facilities, tennis courts, stadiums, racquetball courts, or any other competition-type facilities not required for physical education curriculum. Regional or intra-district football stadiums may be constructed with PECO funds provided a minimum of two high schools and two middle schools are assigned to the facility and the stadiums are survey-recommended. Sophisticated auditoriums, such as performing arts theaters and auditoriums for district school boards, shall be limited to magnet performing arts schools. Enhancements of performing arts facilities and landscaping of schools shall be made only with local fund sources as required by Section 235.435(5), F.S.

(6) **Earned Interest.** Interest earned by a board, including the BOR, from investing CO&DS or PECO funds shall be credited to the fund source earning the interest.

(7) **Eligibility Criteria.** Eligibility for expenditure of PECO and CO&DS funds, where applicable, is based on the following criteria:

(a) **Public Educational Agencies.** May expend these funds on projects when specifically authorized by legislative appropriation, such as cooperative development between two boards, cooperative development between private industry and school boards, community educational facilities, special facilities construction, or other programs as designated by the Legislature.

(b) **School Boards.** School boards are required to have a five- (5) year survey and five- (5) year school building program. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(c) **Community Colleges.** Community colleges are required to have a five- (5) year survey and a five- (5) year Capital Improvement Program (CIP). The State Board of Community Colleges must provide a three- (3) year priority list for inclusion in the Commissioner's annual budget request. Educational specifications shall be approved by the Division of Community Colleges for new construction projects included on the first year of the three- (3) year priority list. All projects must be specifically authorized by legislative appropriation. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(d) **D&B School.** The D&B school is required to have a five- (5) year survey and five- (5) year school building program. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(e) **Universities.** Are required to have a five- (5) year survey and a five- (5) year Capital Improvement Program (CIP). The Board of Regents must provide a three- (3) year priority list for inclusion in the Commissioner's annual budget request. Educational specifications shall be approved by the Chancellor for new construction projects included on the first year of the three- (3) year priority list. All projects must be specifically authorized by legislative appropriation.

(8) **Project Types.** CO&DS for boards and PECO funds for boards, including the BOR and the D&B, and other educational agencies, and proceeds of loans or bond issues serviced by these funds may be expended for capital outlay projects. Projects shall include only the following:

(a) **Site Acquisition.** Acquisition of sites or additions to sites, subject to approval by the appropriate agencies.

(b) **Site Work.** Site development.

(c) **Utilities.** Water, sewer and other utilities necessary to serve the board's facility.

(d) **New Construction.**

(e) **Equipment and Furnishings.** For new educational and ancillary plants and facilities and additions to existing educational and ancillary plants and facilities, when the following conditions have been met:

1. For Boards:
   a. The items are classified as equipment in either "A Manual: Financial and Program Cost Accounting and Reporting for Florida Schools" or "Accounting Manual for Florida's Public Community Colleges."
   b. Funds for equipment must be encumbered by the end of the fiscal year following the fiscal year in which a Certificate of Occupancy is issued.
2. For Boards, Including the BOR:
   a. The number and cost of items have a reasonable relationship to the cost of the facility and to the activities carried on therein. Equipment acquired for an addition shall be restricted to the addition.
   b. The items are used primarily within the facility, they are necessary for the operation of the

facility, or are required for the programs and activities for which the facility is recommended to be used in the current educational plant survey.

(f) **Remodeling.**

(g) **Renovation.**

(h) **Maintenance and Repair.**

(i) **Leased Facilities.** Capital outlay improvements of educational plants and facilities leased by a board pursuant to Sections 235.055,F.S., and related requirements. During any lease period, a board may encumber for capital outlay improvements an amount up to two percent (2%) of the current construction cost per square foot as established by Section 235.435(1) F.S., multiplied by the gross square feet of the leased building(s), multiplied by the number of years of the lease.

(j) **Damaged Facilities.** Restoration of satisfactory facilities damaged by storm, fire or other providential causes.

(k) **Project Related Costs.** All planning, design, bidding, and administrative costs directly associated with the project.

(9) **Prompt Investment by a Board.** It shall be the duty of the board to arrange for the prompt investment of SBE bond proceeds in legal investments as provided by state and federal law, to earn the maximum possible legal amount of interest, subject to the Federal Tax Act of 1986 (Arbitrage), until such funds are needed to pay the cost of projects for which the bonds were issued. All funds not reasonably expected to be needed shall be promptly invested.

(10) **Improperly Expended Funds by a Board, Including the BOR, the D&B, and Other Educational Agencies.** Improperly expended CO&DS funds by a board, and improperly expended PECO funds, by a board, including the BOR the D&B and other educational agencies, as determined by an independent audit, shall be reimbursed to the State no later than the next succeeding budget year after the violation is cited. Arrangements shall be made to reimburse the State from funds exclusive of PECO and CO&DS. Upon failure to make such reimbursement, the Commissioner shall recommend to the State Comptroller that any funds due from the State under any provision of law be withheld until evidence has been submitted to the Commissioner and the State Comptroller that the reimbursement has been made.

(11) **Lease Agreements by a Board, Including the BOR.** Lease agreements by a board, including the BOR, may be paid from the following fund sources provided the expenditure meets the requirements of the fund source:

(a) **Community college boards of trustees and the BOR.** May use operating funds to lease facilities or sites; and, may use non-bonded PECO funds to lease relocatables for up to three (3) years, provided Educational Facilities Budgeting is notified no later than August 10th of the fiscal year.

(b) **School boards.**

1. May use funds from the operating budget or local capital outlay millage, two (2) mills, to make payments on lease agreements.
2. May use non-bonded PECO funds pursuant to Section 235.435(3)(c), F.S., to lease relocatables for up to three (3) years provided Educational Facilities Budgeting is notified no later than August 10th of the fiscal year.

(12) **Lease-Purchase Agreements by the Boards, Including the BOR.** May be paid from the following fund sources provided the expenditure meets the requirements of the fund source:

(a) **The BOR.** May use PECO funds if approved by the Legislature.

(b) **Community College Boards of Trustees.** May use CO&DS funds for payment of principal and interest; and, may use PECO funds for payment of principal only.

(c) **School boards.**

1. May use operating funds or discretionary local capital outlay millage, two (2) mills, pursuant to Section 236.25(2)(e), F.S., to pay up to one-half (½) of the district's authorized capital outlay millage.
2. May use CO&DS funds for payment of principal and interest.
3. May use PECO funds for payment of principal only provided projects are survey-recommended.
4. May use CO&DS, provide the projects are survey-recommended and are on an approved PPL.

See Rule 6-2.0111, Florida Administrative Code; Sections AVIIS12, AXIIS9(a), AXIIS9(d), State Constitution; and Sections 215.61, 230.33(12)(j), 235.01, 235.014(6), 235.18, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 240.295(1), 240.327, Florida Statutes.

Lease Contracts for Educational and Ancillary Facilities and Sites. Boards, including the BOR, may enter into facility, site, or air space lease agreements with any person or entity pursuant to Sections 235.055 and 235.056, F.S.

(1) Leasing Board Owned Property. Boards, including the BOR, are authorized to lease facilities, sites, or air space to any person or entity under the following conditions:

(a) Educational Facilities. May be leased to any public or private agency for use at times other than regularly scheduled activities.

(b) Air Space. May be leased over property pursuant to criteria established in Section 235.057, F.S., when a board, including the BOR, intends to jointly finance a construction project or construct a combined occupancy structure.

(c) Board Owned Real Property. A board may lease land, facilities, or educational plants owned by it to any person or entity as the board determines to be in its best interest. The board shall advertise the proposal as required by law and prior to entering into such lease shall hold a public hearing on the proposal. A copy of the final agreement shall be available for inspection and review by the public. The lease may provide for the option of purchase of the land for its fair market value.

(2) Leasing From Persons and Entities. Boards are authorized to lease facilities, sites, or air space from any person or entity under the following conditions. Boards must ensure that facilities and sites conform to Section 5.5 of the UBC or the state minimum building code pursuant to Chapter 553, F.S., and the life safety code pursuant to Chapter 633, F.S., prior to occupancy

(a) Lease Agreements for Less Than One (1) Year. If a lease is extended beyond the first year, it becomes a multiple-year lease and must conform to the requirements for lease agreements of one (1) year or more.

(b) Lease Agreements for One (1) Year or More. If a site is to be leased for forty (40) years or longer, the site may be leased from any person or entity. If permanent facilities are to be constructed by the board on the leased property, the term of the lease shall be at least forty (40) years or the life expectancy of the permanent facilities constructed thereon, whichever is longer.

(c) Inspection of Existing Facilities and Sites. Facilities and sites shall be inspected annually.

(d) Lease Agreements. Lease agreements should include, but not be limited to, the following:

1. A schedule of payments for the leased property.
2. Provisions for prepayment of the lease.
3. Provisions for maintenance of the property, including custodial care.
4. Conditions under which alterations to the property may be made.
5. Provisions for furnishing and equipping the property.
6. Provisions for insuring the grounds, facilities, and property.

See Rule 6-2.0111, Florida Administrative Code, and Sections 229.053(1), 230.23(9)(b)4. 5., 235.002, 235.01(2), 235.014, 235.055, 235.056, 235.057, 235.06, 235.211, 235.26, 240.319(3)(f) (p), 240.327, Florida Statutes.

BEST COPY AVAILABLE

Lease-Purchase Contracts for Ancillary and Educational Facilities and Sites. A board, including the BOR, may enter into a lease-purchase agreement pursuant to Section 235.056, F.S.

(1) Board Acquisition Options. A board has two (2) options for entering into a lease-purchase agreement to acquire educational facilities and sites.

(a) Option 1: Lease-purchase agreements may be developed through a direct support organization for:

1. School boards, as authorized in Section 235.056(3)(a), F.S., using a direct-support organization formed pursuant to Section 237.40, F.S., or nonprofit educational organization or a consortium of district school boards.

2. Community college boards of trustees, as authorized in Sections 240.319(3)(f) and 240.327, F.S using a direct-support organization formed pursuant to Section 240.331, F.S.

(b) Option 2: Boards may enter directly into a lease-purchase agreement.

(2) BOR Lease-Purchase Authority. The BOR or a university may enter into a lease-purchase agreement as authorized in Section 240.294, F.S., using a direct-support organization formed pursuant to Section 240.299 F.S. The BOR shall have legislative authorization prior to entering into a lease-purchase agreement of an educational or ancillary facility or site when general revenue funds will be required for operation or maintenance of the facility. A university shall submit all documents to the BOR for review and approval.

(3) Prerequisites for Board Agreements. Before a board authorizes a lease-purchase agreement for educational facilities or sites, regardless of fund source or duration of the agreement, the following should be met:

(a) Advertise for Bids. Lease-purchase projects using public funds in any manner shall be advertised for competitive bids or proposals.

(b) Sunshine Law. All activities, information, and lists of individual participants associated with these agreements shall be subject to Sunshine Laws, Section 286.011, F.S.

(c) School Board Financing Through a Direct-Support Organization. A school board may enter into an agreement with a direct-support organization, a nonprofit educational organization, or a consortium to provide financing of the proposed project without competitive bids; or, a school board may select an agent through competitive bids to administer the financing of the project. If a school board or its agent administers the sale of the certificates of participation, it shall select financing through competitive bids.

(d) Community College Boards of Trustees. Community college boards of trustees and their direct-support organizations shall have legislative authorization prior to entering a lease-purchase agreement where general revenue funds must be used for operations or maintenance of the facility at any time during its projected life span.

(4) Agreement Stipulation. Lease-purchase agreements for boards, including the BOR, should include, but not be limited to, the following:

(a) A Schedule of Payments. That stipulates an annual rate with components consisting of a principal component and an interest component which will constitute the total payment to be made, including certification that the interest rate does not exceed the maximum rate established in Section 215.84(3), F.S

(b) Prepayment. Provisions for prepayment of the lease-purchase.

(c) Maintenance. Provisions for maintenance of the property, including custodial care.

(d) Construction. Conditions under which new construction, remodeling, and renovations may be made to the property.

(e) Furnishings. Provisions for furnishing and equipping the facility.

(f) Insurance. Provisions for insuring the site and facilities.

(g) Termination. Provisions for termination of the lease-purchase agreement.

(h) Tax Exemption. A statement that the facilities and sites acquired under a lease-purchase agreement are

BEST COPY AVAILABLE

exempt from ad valorem taxation.

(i) Term of Agreement. The term of the lease-purchase agreement including any subsequent renewals shall not exceed the useful life of the facilities or thirty (30) years, whichever is less.

(j) Expiration of Agreement. The initial and subsequent terms of any lease-purchase agreement shall expire on June 30 of each fiscal year, but may be automatically renewed annually subject to the board's making sufficient appropriations. The failure of a board to renew a lease-purchase agreement does not constitute a default or require any payment of any penalty nor in anyway limit the right of a board to purchase or utilize educational facilities or sites similar to those provided under the lease-purchase agreement.

(k) Not an Obligation. A statement that the lease-purchase agreement shall not constitute a debt, liability obligation or pledge of faith and credit of the State or a board, including the BOR.

(l) BOR Insurance. The BOR shall purchase an insurance policy pursuant to Section 240.294, F.S., which guarantees the payment of all principal and interest payable under the lease-purchase agreement in the event of the failure of the university, the BOR, or the State to make such payments.

(5) Agreements for Lease-Purchase Buildings on Board-Owned Property. If a board proposes to lease-purchase an educational facility to be constructed on land owned or to be acquired by the board, it may lease to the lessor such land for the same period of years that the board proposes to lease the educational facility. If the project occurs on a site containing other facilities owned by the board, the amount of land leased shall be kept to the minimum required to make the facility useable by an owner other than the board.

(a) Purchase Option. Should the board decide not to exercise its annual option to renew the terms of the lease purchase, the board shall, within six (6) months after the expiration of the lease-purchase agreement, grant an option to the lessor to purchase such land.

1. When, in the opinion of the board, the property has an estimated value of less than one hundred thousand dollars ($100,000), the board may dispose of the property for whatever consideration the board deems to be in its best interest.

2. Required Appraisals.

a. For property with an estimated value from one hundred thousand dollars ($100,000) to five hundred thousand dollars ($500,000), the board shall obtain an appraisal from at least one (1) qualified real estate appraiser.

b. For property with an estimated value exceeding five hundred thousand dollars ($500,000), the board shall obtain appraisals from at least two (2) qualified real estate appraisers.

3. The board may dispose of the property only if the bid price is at least equalto the minimum selling price established by the appraisers.

See Rule 6-2.0111, Florida Administrative Code, and Sections 230.23, 235.002, 235.01, 235.055, 235.056, 235.057, 235.06, 235.15, 235.26, 236.25, 237.40, 240.209, 240.294, 240.295, 240.299, 240.331, 240.319, 240.327, Florida Statutes.

BEST COPY AVAILABLE

Educational Plant Survey. At least once every five (5) years each board, including the Board of Regents (BOR), the developmental research schools (demonstration lab schools), and the Florida School for the Deaf and the Blind (D&B), shall arrange for an educational plant survey in conformance with Section 235.15(1), Florida Statutes. An educational plant survey shall propose a building program for a board for a period of five (5) years. One file copy of the survey report, all supplemental surveys, modifications or updates, and documentation of board approval, shall be forwarded to the Department of Education, Educational Facilities.

(1) **Survey Report.** Upon completion of the survey, a written report containing recommendations for housing educational programs, services, leased space used for conducting a school district's instructional programs, projected student population, and other information required by Section 235.15, F.S., shall be reviewed and approved by the board, including the BOR and the D&B. *Depending on the size of the district, college, or university, the five-year survey process may be started at least a year in advance of the date the document is to be completed. This is suggested so that proper attention can be given to areas such as inventory validation, facility list development, collection of various survey related data, and decisions to be made about how the document will be completed.* A survey shall include, but not be limited to the following:

(a) **Inventory.** A current inventory of existing board-owned educational , ancillary, and auxiliary facilities and plants, including satisfactory leased, lease-purchased, and owned relocatables.

(b) **Recommendations.** Recommended remodeling, renovation, new construction, and sites and site additions for existing and new ancillary and educational plants and auxiliary facilities including the general location of each in coordination with the local comprehensive plan as required in Sections 235.193 and 235.194, F.S., the capacity of each, and the estimated cost of work for each.

(c) **Student Population.** Using numbers provided by the DOE, include an analysis of past and projected capital outlay student population (COFTE) based on the "traditional school year" by school center and based on an extended day or year-round operation for kindergarten through 12 and vocational. Community colleges shall use the five-year projections of student population contained in the yearly report of capital outlay full-time equivalent student enrollments (CCFTE 602) prepared by the Division of Community Colleges. Universities shall use the five-year projections of capital outlay full-time equivalent student enrollments approved by the BOR Office of Planning, Budgeting, and Policy Analysis. District projections, if substantially different from those of the DOE, may be included as an alternate to the survey with accompanying recommendations and other survey data. Special facilities, joint use facilities, and cooperative vocational facilities projects shall use DOE COFTE projections.

(d) **Facilities Lists.** Statements of proposed types of facilities, grade structure, and student capacity for kindergarten through 12 and vocational.

(e) **Capital Outlay Proposed Funding Plan -** An analysis of expenditures and projected capital outlay funds for kindergarten through 12 and vocational; millage necessary to raise the required local contribution; tax levies on non-exempt property (millage); debt service obligations; anticipated state funds; the amount of unappropriated and unencumbered capital improvement funds available for construction at the time of the survey; other financial data as may be relevant, such as trends in assessed valuation.

(f) **Campus Master Plan.** Community college surveys shall also include a campus master plan

update and detail.

(2) **Precedence.** A new educational plant five- (5) year survey shall supersede all previous surveys. Previous recommendations which have not been implemented shall not be eligible for the expenditure of state capital outlay funds unless recommended in the new survey. The Project Priority List (PPL) approval is rescinded except for recommendations for projects in programming or design phases which have been recommended for continuation in the new survey. A supplementary survey may be provided at any time.

(3) Coordinate with Local Government. Each school district shall provide a copy of each new survey and any changes or amendments, to each local government. Every year, by October 1, each school board shall send each local government within its boundaries, a general educational facilities report as required in Section 235.194 F.S., containing information about existing facilities, projected needs, planned facilities with funding over the next three (3) years, and the districts unmet needs.

(4) Project Priority Lists (PPL). Update Project Priority Lists for projects using fund sources requiring approved PPL.

See Rule 6-2.0111, Florida Administrative Code; Section AXIIS9(d), State Constitution; and Sections 235.002, 235.01, 235.014(12), 235.15(1), 235.26, 235.435(1)(4)(a), 240.295(1), 240.327, Florida Statutes.

Educational Specifications and Facilities Programming. When developing an educational specification or program for new construction, remodeling, or renovation, the board may consider and use the criteria listed in this section. These guidelines are recommended for use by the educational specifications and facilities programming committees. This committee may include educators, administrators, maintenance personnel, risk managers, and design professionals. The board, including the BOR, may use the "Size of Space and Occupant Design Criteria Table," and survey recommendations when appropriate, to develop educational specifications.

(1) Administration. The board should keep on file written educational, auxiliary, or ancillary specifications.

(a) Educational Specifications. For educational specifications the board should develop a detailed program based on the survey recommendations, space chart criteria, and a detailed description of each space for the proposed educational facility.

1. Educational and Auxiliary Facilities Specifications should include:

a. Educational philosophy, user requirements and goals upon which the programs are based.

b. A description of the educational program including all activities to be conducted in each space.

c. Initial and ultimate capacity of the proposed facility.

d. The student groups to be housed and an outline of activities of each group.

e. Size of groupings and description of time module to be used.

f. A list of spaces required, the size of each space and the number of students each space shall serve. These should be coordinated with the educational plant survey and "Size of Space and Occupant Design Criteria Table."

g. A description of each space, including special environmental considerations, equipment to be housed, and built-in items required.

h. Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.

i. Description of innovative ideas which might be incorporated into programs and the proposed facility.

j. Methods by which computer technology, job simulation stations, satellite networks, interactive work stations, or other advanced technology teaching methods may be installed in the facility at the time of construction or in the future.

k. All programs, services, and activities should be accessible or adaptable to accessibility requirements of the disabled as required by law.

l. Safe school design concepts should be listed as appropriate.

2. Ancillary Facilities Specifications should include:

a. Program philosophy and goals.

b. A description of the program(s) including all activities to be conducted in each space.

c. Initial and ultimate capacity of the proposed facility.

d. The occupant groups to be housed and an outline of activities of each group.

e. Size of groupings and description of time module to be used.

f. A list of spaces required, the size of each space and the number of occupants each space shall serve. These should be coordinated with the educational plant survey and "Size of Space and Occupant Design Criteria" table.

g. A description of each space including special environmental considerations, equipment to be housed and built-in items required.

h. Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.

BEST COPY AVAILABLE

i. Description of innovative ideas which might be incorporated into programs and the proposed facility.

j. Methods by which computer technology, satellite networks, interactive work stations, or other advanced technology methods which may be installed in the facility at the time of construction or in the future.

k. All programs, services, and activities should be accessible or adaptable to accessibility requirements of the disabled as required by law.

l. Safe facility design concepts should be listed as applicable.

(b) Space Requirements. Boards, including the BOR, and public broadcasting stations may use the "Size of Space and Occupant Design Criteria" table to develop educational specifications. The net square footage as calculated from the table may be increased as follows:

1. Electrical, communications, mechanical, and HVAC spaces should not exceed six (6) percent of the total net square footage.

2. General circulation, walls, covered walkways and roof overhangs used as covered walkways should not exceed:

a. Twenty-seven (27) percent of the total net square footage for pre-K and elementary schools; grades pre K through grades five(5) or six (6).

b. Thirty-two (32) percent for middle schools and junior high schools; grades six (6) through eight (8) or nine (9).

c. Thirty-four (34) percent for grades nine (9) through postsecondary, including ancillary and broadcasting stations.

3. Open plan instructional space, add four (4) square feet per student for egress/circulation.

(c) Full Service Schools. Integrate delivery of education and human services to public school students and their families as district initiatives require. Clinic requirements are included in Chapter 5, SREF.

(d) Flexibility and Open Plan Spaces.

1. Flexibility. Every plant should be designed to accommodate changing educational activities and programs. Wherever possible, structure, mechanical systems, partitions and plan layout should allow for practical conversion of enclosed space.

2. Community Use. Consideration should be given to the potential use of a facility for an emergency public shelter, community education, or joint use activity which might result from other cooperative inter agency/governmental agreements. If a facility is going to be designated as an emergency public shelter or refuge, spaces and facilities used for habitation, medical care, and food service must be easily accessible during emergency conditions without having to go outside.

3. Open Plan Buildings. An open plan building, or portion of the building, may be subdivided into smaller areas by use of partial partitions, movable partitions, or movable furnishings, which do not exceed five (5) feet in height and are a minimum five (5) feet from any permanent wall.

a. Occupants must be able to have unobstructed visual surveillance of the entire open plan and must be aware of emergency situations in any area of the plan.

b. Architectural techniques should be employed to clearly define the paths of egress from all spaces.

c. In the open plan, these rooms must be totally enclosed: rest rooms, kitchen, mechanical, custodial and storage rooms. The following rooms may be totally enclosed: administrative and faculty offices and planning rooms.

(e) Safe School Design. Recognizing that providing a safe, secure, orderly and peaceful learning environment is essential to the educational process and the general welfare of Florida's school population, including pre-K

BEST COPY AVAILABLE

through twelve (12), vocational and community colleges, safe school design strategies are available from DOE/Educational Facilities and the DOE Internet site. School boards shall design educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles including but not limited to the following:

1. *Natural access and control of schools and campuses.*
2. *Natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery.*
3. *School and campus territorial integrity; securing courtyards, site lighting, building lighting.*
4. *Audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored.*
5. *Designs which will promote the prevention of school crime and violence. Exterior architectural features which do not allow footholds or handholds on exterior walls, tamper-proof doors and locks, non-breakable glass or shelter window protection system; also landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches; apply slippery finishes to exterior pipes.*
6. *Exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance.*
7. *Open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings.*

(2) Site. Site design should include the strategic placement of tree canopy so that it provides opportunities for student protection from the sun, as well as maximizing energy conservation for building power usage. Site development criteria should include, but is not limited to, the following:

(a) Landscaping.

1. *Maximize the retention of trees as a valuable natural resource.*
2. *Improve environmental quality by recognizing the beneficial effects of landscaping upon the environment.*
3. *Create an aesthetically pleasing, functional environment by conserving trees and other vegetation and requiring the planting of same.*
4. *Create a transition between uncomplementary and incompatible land uses by providing buffers and screening.*
5. *Use water and chemical conservation techniques; local native plants and gray water irrigation systems where feasible; and, maintain existing natural habitat when consistent with teaching program. Gray water, where used for landscape sprinkler systems, shall meet Department of Health and Department of Environmental Protection water quality standards.*
6. *Place shrubs and trees so as not to obstruct visibility or create a hazard to the normal flow of personnel or vehicular traffic.*
7. *Clear sites of hazardous, invasive non-native, and poisonous plants, and plant no new ones of these types.*

(b) Transmission Lines. It is preferable to avoid locations adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the buildings, play areas, and common-use areas should not be located within the power line right-of-way.

(c) Storm Water Management. Site drainage and retention ponds must be accommodated on the site as required by law.

1. *The entire site must be graded and drained to prevent an accumulation of standing surface water.*

BEST COPY AVAILABLE

2. *Paved or unpaved patios, low areas, and downspout water collection areas must be provided with drainage systems sufficient in size to prevent water accumulation and flooding.*
3. *Loose sand must be stabilized to prevent blowing and wash outs.*

(d) Floodplain Areas. Sites and facilities must meet appropriate floodplain criteria as determined by FEMA

(e) Environmental Concerns. Check with the appropriate environmental regulatory agencies.

(f) Traffic and Pedestrian Circulation Adjacent to the Site.

(g) Walks. Sidewalks should follow the paths of least resistance as formed by the students, where possible subject to egress, safety, and accessibility.

(h) Roads and Parking.

1. *Bus drives, service drives, or other vehicular drives must not completely encircle an educational facility or be located where students are required to cross any drive for access to facilities or athletic areas.*
2. *Bus loading and unloading areas must be separate from all other drives and unloading areas.*
3. *It is preferable to have two roads for ingress and egress; however, wide shoulders on the primary road may be used as emergency access to the site.*
4. *Auto parking areas must be designed to be convenient and safe. Consider alternate surfaces for overflow parking, such as pavers, lock stone, etc. Parking should be striped, provide positive drainage and should be effectively illuminated for night use. Parking spaces should be provided for faculty, staff visitors, disabled persons and students as required.*
5. *In a remodeling or renovation project, where potential traffic, construction, mechanical, electrical or site hazards exist, protective fencing/ barriers must be provided.*
6. *All parking areas must be defined for orderly parking and be hazard-free. Provisions should be made to accommodate the disabled.*
7. *Adequate and safe space should be provided for refuse, trash and recycling containers; hose bibb and drains should be provided.*

(i) Athletic Area Surfaces. When practical, transition from paved play surfaces to grade must be gradual otherwise, complete ramping of the area should be provided.

(j) Pools. Provide support spaces for pools; i.e., equipment rooms, dressing rooms, sanitary facilities and spectator provisions in compliance with DOH rules.

(k) Fences. Fences which are potentially dangerous should not be installed.

(l) Bicycle Racks. Bicycle parking areas, if provided, should be located so they are visible from the administration area and in such a manner that crossing a driveway is not required.

(m) Play Area. Play area must be safe and free from any hazardous condition.

(n) Pest control. Provide soil treatment for facilities construction as required.

(o) Airport Right-of-Way. Buildings, play areas, parking, and any other facilities, except aviation schools should not be located within an area which extends one-half the length of the longest runway on the side and from the end of all the runway centerlines as required in Section 333.03, F.S.

(3) Concrete. Anticipate color, finishes of concrete surfaces as appropriate for programmed activities.

(4) Masonry. Consider readily available local materials for economical construction and ease of maintenance.

(5) Metals. When selecting materials, consider the long-term maintenance impact on exposed metal surfaces.

(6) Wood.

(a) Architectural Woodwork. Casework and cabinets should be finished with durable mar-resistant surfaces. If casework is not included in the general construction contract, provisions should be made to coordinate fabrication and installation.

(b) Cabinets. Should be sized for the intended grade grouping and accessibility.

BEST COPY AVAILABLE

2. *Paved or unpaved patios, low areas, and downspout water collection areas must be provided with drainage systems sufficient in size to prevent water accumulation and flooding.*
3. *Loose sand must be stabilized to prevent blowing and wash outs.*

(d) *Floodplain Areas. Sites and facilities must meet appropriate floodplain criteria as determined by FEMA*

(e) *Environmental Concerns. Check with the appropriate environmental regulatory agencies.*

(f) *Traffic and Pedestrian Circulation Adjacent to the Site.*

(g) *Walks. Sidewalks should follow the paths of least resistance as formed by the students, where possible subject to egress, safety, and accessibility.*

(h) *Roads and Parking.*

1. *Bus drives, service drives, or other vehicular drives must not completely encircle an educational facility or be located where students are required to cross any drive for access to facilities or athletic areas.*
2. *Bus loading and unloading areas must be separate from all other drives and unloading areas.*
3. *It is preferable to have two roads for ingress and egress; however, wide shoulders on the primary road may be used as emergency access to the site.*
4. *Auto parking areas must be designed to be convenient and safe. Consider alternate surfaces for overflow parking, such as pavers, lock stone, etc. Parking should be striped, provide positive drainage and should be effectively illuminated for night use. Parking spaces should be provided for faculty, staff visitors, disabled persons and students as required.*
5. *In a remodeling or renovation project, where potential traffic, construction, mechanical, electrical or site hazards exist, protective fencing/ barriers must be provided.*
6. *All parking areas must be defined for orderly parking and be hazard-free. Provisions should be made to accommodate the disabled.*
7. *Adequate and safe space should be provided for refuse, trash and recycling containers; hose bibb and drains should be provided.*

(i) *Athletic Area Surfaces. When practical, transition from paved play surfaces to grade must be gradual otherwise, complete ramping of the area should be provided.*

(j) *Pools. Provide support spaces for pools; i.e., equipment rooms, dressing rooms, sanitary facilities and spectator provisions in compliance with DOH rules.*

(k) *Fences. Fences which are potentially dangerous should not be installed.*

(l) *Bicycle Racks. Bicycle parking areas, if provided, should be located so they are visible from the administration area and in such a manner that crossing a driveway is not required.*

(m) *Play Area. Play area must be safe and free from any hazardous condition.*

(n) *Pest control. Provide soil treatment for facilities construction as required.*

(o) *Airport Right-of-Way. Buildings, play areas, parking, and any other facilities, except aviation schools should not be located within an area which extends one-half the length of the longest runway on the side and from the end of all the runway centerlines as required in Section 333.03, F.S.*

(3) *Concrete. Anticipate color, finishes of concrete surfaces as appropriate for programmed activities.*

(4) *Masonry. Consider readily available local materials for economical construction and ease of maintenance.*

(5) *Metals. When selecting materials, consider the long-term maintenance impact on exposed metal surfaces.*

(6) *Wood.*

(a) *Architectural Woodwork. Casework and cabinets should be finished with durable mar-resistant surfaces If casework is not included in the general construction contract, provisions should be made to coordinate fabrication and installation.*

(b) *Cabinets. Should be sized for the intended grade grouping and accessibility.*

BEST COPY AVAILABLE

(7) Insulation and Moisture Protection. Consider the most durable, maintenance-free and economical systems. All roofs should be designed with positive drainage.

(8) Doors and Windows. Recessed doors and windows around the exterior perimeter of a building should not allow unobserved access to the building. The depth of a recess should not exceed its width, and recesses should be illuminated at night.

(a) Doors. Doors should be positioned so that there is a clear floor space on the latch side of the door to allow for accessibility. The floor on both the interior and exterior sides of doors must be substantially level.

1. Egress and Exit Doors. Doors and gates, regardless of use or location, must swing in the direction of exit travel. Classroom doors may either be recessed and hinged to swing ninety (90) degrees or contain a view panel and be hinged to swing one-hundred eighty (180) degrees.

2. Fire Doors. Fire doors must be self-closing and equipped with positive latching devices to hold them in a closed position; doors may have magnetic hold-open devices released by the fire alarm system. Manual hold-open devices must not be used on fire doors.

3. Smoke Stop Doors. Smoke stop doors must be used to divide corridors into aggregate lengths not to exceed three hundred (300) feet, whether the building is sprinklered or not. Smoke stop doors should not have locking devices. Doors may be held in the open position with approved automatic release devices.

4. Special Function Doors. Special function doors, including horizontal sliding doors, balanced doors, overhead doors, revolving doors, turnstiles, folding doors, folding partitions, shutters, power operated doors, darkroom doors, overhead and sliding security grills, gates, screen and storm doors, must not be used in a means of egress.

5. Storefronts. All storefront doors in the path of egress must remain unlocked when the building is occupied.

6. Wood, Plastic, and Metal Doors. Wood, plastic, and metal doors may be used provided they meet appropriate fire classifications.

(b) Hardware. Doors and gates must be equipped with hardware which will allow egress from each room or space at all times without assistance. Hardware accessible to the disabled is required in all means of egress in at least one (1) classroom in each grade level and program, and all auxiliary spaces. Lever- operated push-type, and "U" shaped handles are acceptable designs.

(c) Glazing. Glass areas subject to human impact, or in hazardous locations, must be glazed with tempered glass, safety glass, safety plastic, or, if in a fire-rated assembly, wire glass or impact resistant fire-rated glazing.

(d) Windows. Windows must be provided for natural light and ventilation around the perimeter of a building and may be provided for emergency access, emergency rescue, and secondary means of egress.

1. Projecting and awning windows should not be located adjacent to a corridor or walkway where they may create a hazard.

2. Security screens or grills may be installed on the outside of windows provided they can be released from the inside by a single operation and without the use of tools.

3. Shading techniques and shielding devices should be considered for energy conservation and storm protection.

4. Appropriate window treatment should be considered for audiovisual use, where required by the program.

(e) Natural Light. Natural light is required in instructional spaces around the perimeter of buildings, except music rooms, gyms, locker and shower facilities, laboratories, and instructional spaces with a capacity of

BEST COPY AVAILABLE

more than one hundred (100) persons.

(f) Emergency Access. Emergency access openings are required around the perimeter of buildings for fire fighting access.

(g) Emergency Rescue. Emergency rescue openings are required in every space greater than two hundred fifty (250) square feet subject to student occupancy or instructional use, or with a student occupancy of six (6) or more. These openings are not required if the facility is totally sprinklered.

(h) Natural ventilation. Operable glazing of at least five percent (5%) of the floor area must be provided in each student-occupied space located on the perimeter of the building in new educational facilities, except auxiliary facilities, music rooms, gymnasiums, shower and locker rooms, auditoriums or other large group instructional areas of capacity of more than one hundred (100), community college laboratories, and other spaces requiring special climatic control.

(9) Finishes. Interior and Exterior.

(a) Ceilings. Use finishes that can be easily maintained and cleaned. Suspended lay-in type ceilings should not be used in exterior applications or in group toilet rooms for grades pre-K through twelve (12). When determining ceiling heights, the designer should consider the volume and proportion of the space; however ceiling heights should be at least the following:

1. *Pre-kindergarten through elementary school should have a minimum unobstructed height of at least eight (8) feet.*
2. *All other classrooms should have a minimum unobstructed height of at least nine (9) feet.*
3. *Other programs should have minimum unobstructed heights as follows:*
   a. *Music/Choral rooms with risers, from highest riser to ceiling: nine (9) feet.*
   b. *Music/Choral rooms without risers: eleven (11) feet.*
   c. *Shops, locker room, lab, group and public toilets, foyers: nine (9) feet.*
   d. *Gymnasium playing area: twenty-two (22) feet.*
   e. *Cafeterias and other large assembly spaces: fifteen (15) feet*

(b) Walls.

1. *When selecting materials for walls, it is recommended that durable, impact resistant, low maintenance products be used.*
2. *Kitchen, scullery, garbage refuse, toilet and shower rooms must be finished with smooth impervious materials.*

(c) Floors.

1. *Finishes should be appropriate for the program activity indicated and of durable, high-use materials Bare concrete should not be used.*
2. *Kitchen, scullery, garbage refuse, can wash, group toilet and shower rooms must be finished with an impervious non-slip surface. Terrazzo, marble, glue-down or vinyl-type floor surfacing must not be used in these areas. Seamless sheet vinyl may be used in individual toilet rooms and vinyl composition or non-slip ceramic tile may be used in classroom wet areas.*
3. *Floors in all instructional and auxiliary spaces should be covered with carpet or other resilient, non absorbent material. Floors in shops, storage, ancillary facilities, mechanical rooms and similar spaces may be sealed concrete.*
4. *Floors in clinics, or other areas including instructional spaces, where children may come in direct contact with the floor should be of a material that can withstand daily cleaning.*

(d) Acoustics. All student-occupied spaces should be designed or acoustically treated to reduce transmission of noise from one space to another and to enhance the sound qualities of the learning environment.

BEST COPY AVAILABLE

(e) *Interior Finish Flame Spread General Requirements. Draperies, curtains, and other similar furnishing and decorations must be flame resistant. Furnishings or decorations of an explosive or highly flammable character can not be used.*

(10) *Specialties. Safety, signage, and fixed educational aids.*

(a) *Safety.*

1. *Classrooms for pre-K through grade one (1) must not be located above or below street level. Rooms used for grade two (2) students must not be located above the second floor.*
2. *Guardrails must be provided for elevated walkways, ramps, balconies, platforms, landings and stairs*
3. *Safety zone lines must be marked on the floor areas surrounding working machinery.*
4. *All facilities, except relocatables, should be connected with roof cover.*
5. *Exterior doors must be equipped with door-check to prevent slamming.*
6. *Science, laboratory and shop spaces must have labeled master control valves and switches for emergency cut-offs.*
7. *Spaces where students use chemicals must have a dousing shower and eye wash with appropriate floor drain(s) for emergency use.*
8. *Glass and glazing should consider safety and maintenance issues. Size and types of glass are subject to building code requirements.*
9. *Special exhaust systems are required for kiln rooms, wood working, automotive repair and welding shops, commercial and instructional kitchens, paint spray booths, chemical and flammable storage mechanical and boiler rooms, toilet rooms, and laboratories.*
10. *Equipment and machinery to be permanently mounted must be identified.*
11. *Automobile lifts must be provided with safety locks.*
12. *Unsupervised areas such as custodial and storage closets must have smoke or heat detectors.*
13. *Hazardous, flammable, and bulk material storage associated with programs and functions of the school must be identified, and appropriate storage areas must be provided.*

(b) *Signs. Consider appropriate permanently affixed signage for program activities, information, direction Florida Inventory of School House (FISH) numbers, exits, occupancy, accessibility, and safety.*

(c) *Chalk and Tackboards. Chalk and tackboards should be mounted at appropriate heights and provided as follows:*

1. *Pre-Kindergarten through grade two (2) classrooms:*
   a. *Chalkboards at forty-eight (48) square feet.*
   b. *Tackboards at forty-eight (48) square feet.*
   c. *Map rails at eight (8) linear feet.*
2. *All other general classrooms and resource rooms:*
   a. *Chalkboards at forty-eight (48) square feet.*
   b. *Tackboards at twenty-four (24) square feet.*
   c. *Map rails at eight (8) linear feet.*
3. *Music rooms, art rooms, shops and laboratories:*
   a. *Chalkboards at forty-eight (48) square feet.*
   b. *Tackboards at twelve (12) square feet.*
   c. *Map rails at eight (8) linear feet.*
4. *Media Centers should have tackboards divided into several units totaling forty-eight (48) square feet*

(11) *Equipment. Equipment for media centers, theaters, music suites, kitchens, athletic and recreational areas science rooms, laboratories, and vocational programs, should be identified and technical specifications provided*

to the design professionals.

(12) Furnishings. Identify furniture and built-in requirements for anticipated programs.

(13) Special Construction.

(a) Accessibility for Adults. Accessibility requirements for disabled persons in facilities housing grades six (6) through twelve (12), community college, adult and vocational programs, ancillary, auxiliary, and other non instructional areas must conform to the accessibility requirements in Chapter 553, F.S.

(b) Accessibility for Children. In addition to the general requirements found in the Chapter 553, F.S., specific location and size accessibility requirements for disabled students in facilities housing pre-K through grade five (5) must also conform to the "State Requirements for Educational Facilities."

1. Accessible Routes. Accessible routes should connect all accessible buildings, facilities, elements, and spaces within the site. Accessible routes should be as direct as possible and connect all major entries and spaces. Disabled users should not be forced to use secondary or rear entries, nor should they be forced to take circuitous routes. Where a large portion of users are in wheelchairs, a minimum width of sixty (60) inches is recommended.

2. Exterior Accessible Routes. Exterior accessible routes within the site should be provided from public transportation stops, drop-off and loading zones, accessible parking, outdoor activity areas, and all public streets and sidewalks to the accessible building entrance(s).

3. Interior Accessible Routes. Interior accessible routes should connect all spaces and facilities within each structure. Facilities targeted specifically for the disabled should have main corridors a minimum of nine (9) feet six (6) inches in width.

4. Wheelchair Lifts. Wheelchair lifts may be used. Ramps are preferred in new construction.

5. The design should consider the safe, and possibly separate, drop-off and pick-up of disabled students

6. A protective cover should extend the length of a drop-off and pick-up area.

7. There should be strong physical and psychological separation between pedestrian paths and vehicular traffic; i.e., plantings, benches, rails, bollards, vertical supports of covered waiting areas.

8. All fixed or built-in seating, tables, or other exterior surfaces should avoid protrusions or sharp edges Portable seating and tables should be stable and capable of providing physical support and aiding in body weight transfer.

9. Rocker type light switches and sliding dimmers are recommended.

10. The sound control in any space designed for teaching disabled children should be carefully considered

11. Heating and air conditioning spaces for the disabled should be carefully considered. Electrostatic filters may be considered to remove dust and pollen.

12. Floors should be of a material that can withstand cleansing with a germicidal agent daily.

13. Storage facilities should be accessible and include space for wheelchairs.

14. In pre-K through grade three (3) classrooms, open shelving should be a minimum of eighty (80) square feet. In classrooms serving visually impaired students, eight (8) lineal feet of open shelving should be at least eighteen (18) inches wide to store large print books.

15. In pre-K through grade three (3) classrooms, closed storage cabinets should be a minimum of one hundred (100) cubic feet. In classrooms serving primarily orthopedically disabled, the minimum closed storage cabinets should be one hundred fifty (150) cubic feet. In classrooms serving primarily multiply disabled, the minimum closed storage cabinets should be two hundred (200) cubic feet.

16. Tackboard should be provided at twenty five (25) percent of the total wall area in accessible classrooms in grades pre-K through three (3).

17. Rounded corners or corner guards are recommended where there are a large number of wheelchair users

18. *Colors which tend toward strong chroma with clear contrast are better than schemes using proximat hues in the blue and red ranges.*
    a. *Matte paints on lightly textured surfaces are better than glossy paints which tend to "glow" o appear out of register with the surface upon which they are painted.*
    b. *Any kind of color vibrations caused by flecked paint, and Op Art patterns such as stripes an complementary color schemes.*
    c. *Colors should be used to create both passive and active areas in classrooms. Bright, warm color such as red, orange, and yellow tend to create active areas, while softer, cooler colors such as blue green and violet create passive areas.*
    d. *Variation in color and texture can be used for recognition of doors, floor areas, wall areas, leve changes, and projections. Monochromatic color schemes are not recommended.*
19. *All occupied spaces and classrooms should have a telephone outlet.*
20. *All pools should be accessed by a ramp and/or a "New Zealand lip" or comparable transfer platfom lip.*
    a. *Guardrails may be installed at or near the pool edge, at entries into the pool area from changing areas, rest rooms, and other adjacent spaces to prevent children from running into the pool.*
    b. *Mirrors, if used, should be tilted along one wall at an angle so that children can watch their activities while in the water. Mirrors should be stainless steel.*
    c. *Therapy pools should have a one-way, insulated glass observation window adjacent to the pool area. This may function as both observation area and as visual access from the corridor o hallway into the pool area to check for emergencies.*
    d. *A telephone outlet should be provided in the area of the pool.*
    e. *Changing areas should be provided in the pool locker rooms.*
21. *If covered areas are specially designed and designated for use by the disabled, it is recommended tha a portion of the play therapy area be covered with a solid overhead structure for protection from bot rain and sun. A covered accessible route should connect the play area to the education facility.*
22. *Student toilet and hand washing facilities associated with personal hygiene are multifunction area which include activities such as toileting, washing, bathing, grooming, and changing clothes and dressing Student, faculty and staff rest rooms in middle schools, junior high schools, high schools, post- secondary facilities, community colleges, and vocational centers must comply with the "Florida Accessibility Cod for Building Construction" (state law). Facilities for children in elementary schools, pre-K through grade five (5) or six (6), should comply with the "State Requirements for Educational Facilities."*
23. *Sinks and water closets that are wall-hung should have reinforcing adequate to support the weight o children that may lean or stand on the fixtures.*
24. *Each accessible facility should provide plumbing and electrical connections for at least one washer an one dryer.*

(c) *Child Care/Day Care Facilities. When planning a child care/day care facility, the following condition will apply:*

1. *Facilities housing the following programs should conform to the "State Requirements for Educationa Facilities" and are not subject to licensure by DCF:*
    a. *Programs for children in five (5) year old kindergarten and grades one (1) and above;*
    b. *Programs for children who are at least three (3) years of age but who are under five (5) years o age, provided the programs are operated and staffed directly by the school district in property owned by the school district;*

c. *Programs for children under three (3) years of age who are eligible for participation in the program under the existing or successor provisions of Public Law 94-142 or Public Law 99-457, provided the programs are operated and staffed directly by the school district in property owned by the school district.*

2. *Facilities housing the following programs must be licensed by DCF and may also have to comply with the "State Requirements for Educational Facilities":*

a. *Programs for children who are under five (5) years of age when the program is not operated and staffed directly by the school district. When this program is located in property owned by the school district, the most stringent of these State Requirements, local building codes, and DCF requirements for construction will apply. If this program is located in property not owned by the school district, local building codes and DCF requirements for construction apply and these State Requirements for construction will not apply.*

b. *Programs for children under three (3) years of age who are not eligible for participation in the programs under the existing or successor provisions of Public Law 94-142 or Public Law 99-457, regardless of who operates or staffs the program. When this program is located in property owned by the school district, the most stringent of the "State Requirements for Educational Facilities," local building codes, and DCF requirements for construction will apply. If this program is located in property not owned by the school district, local building codes and DCF requirements for construction apply and the "State Requirements for Educational Facilities" for construction will not apply.*

(d) *Clinic. When planning a clinic, consideration should be given to "Full Service School" concepts and should be adaptable to DCF and/or DOH requirements. As a minimum, clinics should include: hot water not to exceed one hundred ten (110) degrees; cold water; nurse's office (sound proofed for hearing tests but with visual supervision of bed area); locked storage room for refrigerator, files, equipment, and supplies; exhaust fans in each toilet; telephone; additional outlets for computer connections for networking; and space for bed and dispensary.*

1. *Elementary and secondary schools should provide accessible toilet rooms with water closets, lavatories and showers.*

2. *Beds should be provided as follows:*

a. *Up to 500 students = 3 beds.*

b. *For 500 to 1,000 students = 4 beds.*

c. *For each additional 1,000 students over 1,000, add 1 bed.*

(e) *Energy Conservation. Consider energy conservation measures when planning educational facilities. Passive design elements and low energy usage features should be included in the design and construction of educational facilities. Consider inexpensive passive solutions such as placement of mechanical, storage and equipment rooms, stairs, and elevators on western exposures. In addition, utilize insulation, fans, solar film, louvers and overhangs to reduce sun/heat gain, and terms, deciduous trees and ground cover in landscaping. Additional information is available in the publication "Energy Efficient Design for Florida Educational Facilities" published by the Department of Education.*

(f) *Instructional Technology. Work stations, classrooms, communications equipment rooms, and communications closets may need to be provided or made larger than usual to accommodate computers and other instructional technologies. Auxiliary spaces may need to accommodate electronic storage as well as hardback storage of media. Consideration should also be given to greater demands placed on electrical, voice, video, and data transmission systems.*

1. *Instructional Site General Requirements. Facilities should be designed with:*
   a. *The ability to control light from fixtures and windows for video presentation.*
   b. *Provision of adequate sound distribution throughout each classroom and instructional site.*
   c. *Adequate security provisions at the room and unit levels for computers and other expensiv equipment (to protect against damage and theft).*
   d. *Adequate storage facilities for equipment, media, supplies, and projects.*
2. *Electrical Power. Electrical power capacity should be calculated to service the requirements of th campus with a reserve for future expansion. Grounding and surge suppression should be provided a the source and also at the distribution panel(s) for each building.*
3. *Satellite Dish. Each facility should be "satellite ready." The structure should be adequate fo mounting a satellite dish, and the communications equipment room should provide for the satellit reception equipment.*
4. *Cable Ready. The communications equipment room should provide for cable television reception an distribution equipment.*
5. *Telephone Service. Telephone service should be considered for: a telephone and voice mail box pe teacher and key staff member; a voice bulletin board for the facility and each class; teleconferencing vi telecommunication services or satellite (in support of distance learning); one trunk line per four (4 phones; and a dedicated data line to the nearest SUNCOM node. These telecommunication service can be provided either by the local telephone company or by installation of an adequate digital switch The latter is preferable since the digital switch can provide dynamic bandwidth allocation accommodating teleconferencing and distance learning, and should significantly reduce recurring operating cost.*
6. *Campus Network. The campus should be designed to accommodate Local Area Network(s), including video distribution and the telephone service, as noted above. This should include one (1) or mor Communications Equipment Rooms, and a Communications Closet per building or floor.*
   a. *Communications Equipment Room (CER) design criteria should include accommodations for satellite receiving equipment; cable receiving equipment; video distribution equipment; local area network server and management equipment; telephone equipment (including the digital switch an inverse multiplexors, as specified); equipment and network documentation and test equipment network manager work station; and equipment and repair parts storage. There should be at leas one CER per campus. There may be two (2) or more; for example, one CER near th administration complex and another in the media center. In the latter case, the CER would normally accommodate video programming and distribution equipment (VCRs, etc.) as well.*
   b. *Communications Closet (CC) design criteria should include accommodations for: punch down blocks and patch panels; routers, star controllers, repeaters, amplifiers, modulators, and other in network distribution equipment; associated racks and test equipment; and local network server (optional). There should be at least one (1) CC in each building and on each floor of a building Additional ccs may be required to ensure that the distance criteria for cable runs is maintaind within specifications.*
   c. *Communications rooms should not have water piping passing through; fire protection piping an heads shall not be placed over the communications equipment. The air handler should be placed outside of the room, ducked into it through a special one-half (.5) micron particulate size filter and should be capable of maintaining the room at a reasonable humidity and constan temperature.*

BEST COPY AVAILABLE

7. *Teleconferencing/Video Production Facilities. Teleconferencing and video production facilities should be specified to support distance learning requirements and staff development requirements. Specific classrooms (at least one) may be set up for two (2) way, full motion teleconferencing. In additiona video production studio may be specified for student training and for expanded distance learning presentations.*

(g) *Public Shelter Design Criteria. Where new schools are identified as requiring shelter facilities by th Department of Community Affairs' statewide shelter master plan, appropriate core areas in new school must be designed to incorporate the Public Shelter Design Criteria contained in the "State Requirement for Educational Facilities."*

(h) *Swimming Pool. Pool design should include equipment rooms, dressing rooms, sanitary facilities and spectator provisions in conjunction with the pool. Heated pools must use solar energy and/or heat recover to heat water unless exempted by the Office if economically not feasible. Pools must meet the requirement of DOH rules.*

(14) *Conveying Systems. Facilities designed with multiple stories must have passenger elevators or other accessibility and should consider freight elevators for moving furnishing and equipment between floors.*

(15) *Mechanical.*

(a) *Heating, Ventilating, and Air Conditioning (HVAC).*

1. *In permanent facilities, it is recommended that HVAC equipment not be placed on the roof or directly on the ground. HVAC equipment should be housed in a separate room with separate access or o elevated pads if on the exterior.*
2. *Facilities should be designed for occupant comfort during periods of occupancy, must be mechanically o naturally ventilated, and may be heated and air-conditioned as necessary . Careful consideratio should be given to providing quality air control, energy conservation, durability, low maintenance economy and local servicing of equipment.*

(b) *Plumbing.*

1. *Toilet facilities should be strategically located in proportion to the number of students using the area Individualized toilet rooms are consistent with "safe school concepts."*
2. *Toilet facilities should be arranged so they are easy to supervise.*
3. *In-classroom toilet facilities are not required in pre-K through grade three (3) classrooms, but may b provided upon recommendation by the board. The toilet room should contain a water closet and sink with the door to the toilet room opening directly into the classroom.*
4. *Shower room facilities are not required in physical education areas but may be provided upo recommendation by the board.*
5. *All toilet facilities should be accessible under continuous roof cover, except when isolated for stadium athletic field use, or community colleges.*

(c) *Gas and Air. Identify products, general locations, and emergency cutoffs for programs using compressed gas and air.*

(16) *Electrical. Consider the location of electrical controls and support systems for ease of use, safety, accessibility energy conservation and convenience.*

(a) *Equipment room. In permanent facilities, electrical equipment must be housed in a separate locked roo with separate access.*

(b) *Lighting. Consider alternatives to reduce energy use and allow greater flexibility.*

1. *Consider natural lighting to augment required artificial lighting.*
2. *Consider task lighting and other lighting to augment required general illuminations.*

3. *Consider multiple switches on lighting fixtures to allow greater flexibility.*
4. *Consider motion detectors and other automatic devices to control lighting.*

(c) *Communications.*

1. *Provide two-way communication throughout the facility, except in areas with special needs such as audiovisual production rooms.*
2. *Provide dedicated telephone and electrical lines for computers.*
3. *Consider special requirements for hearing impaired.*
4. *Consider providing a telephone outlet in each occupied space and classroom.*

(d) *Electrical Equipment and Systems.*

1. *Consider special security needs and systems for the facility.*
2. *Consider electrical needs for the anticipated equipment to be used; i.e., computers, overhead projectors movie projectors, TV, and VCR. Consider connecting equipment simultaneously to various rooms.*
3. *Provide four (4) or more duplex receptacles in each instructional space.*
4. *Provide emergency power for each educational plant. When an educational plant is designated as an emergency public shelter, provide optional standby for basic support systems in areas designated for habitation.*
5. *Consider electrical requirements for future additions.*
6. *Consider the electrical needs for future technologies using voice/video/data communications.*

See Rule 6-2.0111, Florida Administrative Code, and Sections 230.23(9), 235.002, 235.01, 235.014(2) and (11), 235.06, 235.15, 235.19, 235.195, 235.196, 235.211, 235.26, 240.209(3), 240.327, 333.03, Florida Statutes.

Professional Services and Construction Techniques. The board shall consider appropriate design and construction techniques which will deliver facilities in a timely and economical manner. The process by which professional services are obtained by a board, the construction techniques available, and the procedures for delivering projects shall be as authorized in Sections 235.211, 235.31, and 255.20, F.S., and as described in this section. Allowable design and/or construction techniques include, but are not limited to, conventional bidding, systems building, fast-track construction scheduling, construction management, program management, turnkey, use of components, commissioning, partnering, value engineering, and design-build. Boards shall provide the Office a brief description of the facilities procurement process for each project over $200,000, prior to implementation. The description shall include the names of the architects and engineers of record for design, the plan review entity, the contractor/construction manager/design-build or program management entity, building inspector/UBCI and threshold inspector (OEF Form 110A). Upon completion, the board shall provide the Office with a signed Certificate of Occupancy (OEF Form 110B) for all projects over $200,000.

(1) **Consultants' Competitive Negotiations.** Policies and procedures shall be adopted for selecting professional services in conformance with the Consultant's Competitive Negotiations Act (CCNA) pursuant to Section 287.055, F.S.

(2) **Professional Design Services Required.** A board, or any volunteer or service organization, which undertakes new construction, remodeling, renovation, leasing, lease-purchase, day labor project, addition to any educational plant, or ancillary facility project, regardless of cost or fund source, shall have plans and specifications prepared by a design professional registered in compliance with Chapters 481 and 471, F.S. Boards shall ensure that all projects comply with these "State Requirements for Educational Facilities."

(a) **Professional Responsibility.** A registered Architect or Engineer (A/E), whether on staff, under continuing contract, or under a specific project contract, shall be responsible for the design and construction of the project to be in conformance with these State Requirements and the Uniform Building Code (UBC) and shall sign and seal the appropriate drawings and the project manual and shall be the A/E of record. The federal Asbestos Hazard Emergency Response Act (AHERA) of October 22, 1986, requires the architect or engineer of record to sign a statement that no asbestos-containing building materials were specified, or, to the best of his/her knowledge, were used as a building material in the project.

(b) **Plan Review**. Boards which adopt policies for plan review shall utilize the services of architects and engineers meeting the criteria established in Section 235.017, F.S.

(c) **EXCEPTION:** Maintenance and repair projects may not require professional services; however, they must be reviewed and approved for compliance with applicable federal and state laws and building and life-safety codes, and constructed accordingly. A copy shall be retained as a permanent record in the board's office. Maintenance and repair projects include: roof or roofing replacement, short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; repair or resurfacing of parking lots, roads, and walkways or, the placement and hookup of relocatables. Maintenance and

repair projects include upkeep of facilities, but not renovation of facilities.

(d) **EXCEPTION:** The services of a registered architect shall not be required for minor renovation projects with a construction cost of less than fifty thousand dollars ($50,000) or for the placement and hookup of relocatables.

(e) **EXCEPTION:** The services of a registered engineer shall not be required on projects exempted by Section 471.003, F.S.

(f) Design Professional's Insurance, Boards Responsibility. The Florida Board of Architecture, Interior Design and Landscape Architecture does not require the design professional to carry insurance against error and omissions or liability. The boards should either develop policy to provide this insurance for the design professional who does not carry these insurances; or require their design professional to carry insurance. The latter requirement should be included in the advertisement for request for services. Design professionals can purchase insurance on a project basis.

(3) **Day Labor Projects**. For any one (1) construction project estimated to cost two hundred thousand dollars ($200,000) or less, the board may arrange for the work to be accomplished on a day labor basis using employees authorized by a board which are defined as follows: a person who receives compensation from, and is under the supervision of, a board which regularly deducts the F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law. The board may use subcontractors for portions of day labor projects.

(a) **Project Requirements.** Day labor projects shall include contract documents (plans and specifications) and are subject to the same laws, rules, and codes as for new construction as outlined in other portions of these State Requirements.

1. Construction documents exceeding construction values stipulated in Chapters 471, 481, and 235, F.S., shall be prepared, signed, and sealed by a registered architect or engineer.
2. Day labor projects shall be reviewed and approved for compliance with the UBC and a copy shall be retained as a permanent record in the board's office, if not forwarded to the Office for review and approval.
3. Day labor projects shall comply with the inspection criteria outlined in these State Requirements.

(b) **Project Costs.** Estimated construction project costs shall include the total expenditures by the board for supervision, labor, materials and supplies necessary to make a complete and usable facility or improvement.

1. Materials purchased shall be bid when their totals are estimated to be in excess of limits stipulated in Section 287.017, F.S., as required by Section 230.23(10)(j), F.S., and a board's authorized purchasing limit.
2. EXCEPTION: Project costs do not include architectural and engineering planning fees, administrative fees, furnishings, and equipment.

(c) **Licensing.** Subcontractors shall be state licensed as required by Chapter 489, F.S., or locally registered, and shall carry required insurance, including worker's compensation. A licensed subcontractor or board employed supervisor may only supervise unlicenced employees in accordance with Section 489.113, F.S.

(d) **EXCEPTION.** For renovation and remodeling projects estimated to cost over two hundred

BEST COPY AVAILABLE

thousand dollars ($200,000), when no bids are received after advertising the project in the manner prescribed by law, the work may then be performed on a day labor basis provided all of the other requirements for projects costing over two hundred thousand dollars ($200,000) are met.

(4) **Negotiated Contracts under Emergency Conditions.** The board may negotiate a contract to replace, reconstruct, or make repairs under these emergency conditions:

(a) **Natural Disaster or Other Imminent Danger.** In an emergency situation such as fire, storm, or other providential cause, other impending danger to life safety, or pursuant to Section 235.31(b), F.S., the board may declare an emergency, may negotiate a contract with a design-build firm, design professional, or contractor in accordance with Section 255.20(1)(a)1., F.S., and may do so without public notice as authorized by Section 287.055 (3), F.S.

(b) **Negotiations with Low Bidder**. If a bid is received which exceeds the construction budget established at the time of completion of the construction documents, and all deductive alternates have been taken, and no additional funds are available, then the board may declare an emergency, stating why it exists, and begin negotiations with the lowest responsible bidder. When the construction documents or the scope of the project is changed, the revised documents shall be reviewed for compliance with applicable federal and state law and the building and life-safety codes.

(5) **General Contractors, Building Contractors, and Sub-Contractors.** All construction on board-owned property including volunteer or service organization projects, shall be performed by state-certified or licensed general contractors, building contractors, and subcontractors, or locally registered subcontractors where their registration is valid, as required by Chapter 489, F.S. Per section 255.20 F.S. applying the CPI index from January 1, 1994 to January 1, of the start of construction, construction projects estimated to cost more than $200,000 and electrical projects estimated to cost more than $50,000 shall be competitively awarded

(a) **EXCEPTION:** Authorized board employees may provide routine maintenance.

(b) **EXCEPTION:** Day labor projects costing less than two-hundred thousand ($200,000) dollars may be constructed using authorized employees of a board and in compliance with Chapter 489, F.S.

(6) **Construction Management/Construction Program Management .** Using a competitive selection process and negotiations pursuant to Section 287.055, F.S., a board may select a construction manager (CM) or a total program manager (TPM) for construction services. Boards shall develop policies, procedures, evaluation standards, and contracts for construction management and total program management for implementation of CM/TPM contracts. The board shall assure that CM/TPM projects are in compliance with all applicable federal and state laws and rules, building and life-safety codes, and the UBC. *To expedite project work flow and efficiently manage this type of contract, it is recommended that, where CM/TPM contracts are utilized, boards delegate project decision-making authority to the superintendent or college president pursuant to Sections 235.26(2) and 235.321, F.S., for survey approved projects including: submission of project documents for approval; award of contracts consistent with board pre-approved project time, scope and budget; and approval of change orders within pre-established amounts. The board must have approved policies for delegation of these responsibilities, as required by statute*

(a) **Construction Manager.** A manager (CM) generally takes the place of the contractor; holds

each subcontract; and manages and coordinates, as well as monitors the progress of construction. The contract for the construction manager at risk provides for a project with a guaranteed maximum price (GMP) pursuant to Section 235.211, F.S., or may be a continuing contract with several projects and limited to $500,000 in construction costs as defined in Section 287.055(2)(g), F.S.

(b) **Total Program Manager**. A total construction program manager (TPM) provides a variety of services to manage the design and construction of a total building program within the board's budget limitations and the program master schedule. The contract may include preconstruction services, land acquisition assistance, selection of design and construction professionals, planning, coordination, administration, management of individual projects and other services as required by the board to implement the total building program. The total program manager holds each contract for the design and construction consultants.

(c) Considerations. In making a determination if CM/TPM is in the best interest of the district, the board should consider such factors as a need for highly detailed scheduling, value engineering, specialized expertise for complex projects, central coordination of large or complex projects, or to provide continuing contract services for minor works programs as defined in Section 287.055, F.S.

(d) Competitive Selection. After a board has determined the CM/TPM services required, it should use the following process to select a construction manager:

1. *Advertisement for services, as the board deems required for a project, should be made as required in Section 287.055, F.S., for selection of professional services.*
2. *Upon receipt of qualifying proposals, the board should convene a selection committee. The committee should be comprised of not less than five (5) persons who should serve throughout the selection process for a project until selection of a CM/TPM is completed.*
3. *The committee should evaluate statements of qualification data submitted by firms proposing to provide services and should determine the relative ability of each firm to perform the services required for the project. The committee should conduct discussions and may require public presentation by no less than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. Selection should include evaluation criteria, set forth in an evaluation scoring form. The evaluation scoring form should include a point system and should rate, at a minimum the following criteria:*
   a. *The company's history, structure, personnel, licenses, and experience.*
   b. *Related projects similar in scope or amount completed by the company, including name of client or its representative.*
   c. *Financial information such as balance sheet and statement of operations.*
   d. *Project management, scheduling and cost control systems the company uses for similar projects.*
   e. *Proposed minority business involvement in the project.*
   f. *Cost control and value engineering techniques.*
   g. *Description of litigation, major disputes, contract defaults and liens in the last five (5) years.*
   h. *Interview.*
   i. *Confirmation of references.*
4. *The selection committee should, based upon points received during the evaluation process, select no less than three (3) firms, in order of preference, deemed to be the most highly qualified to perform the required services on scores. The committee should recommend its selections to the board, who should*

BEST COPY AVAILABLE

act upon the recommendation.

(e) Competitive Negotiations. After the board approves the recommendation of the committee, the superintendent, president, or designated representative should negotiate a contract for services for fees to provide direct management cost of the CM/TPM. CM/TPM contracts should maintain an "open book" project accounting process, with any savings returned to the board.

1. Should the negotiations not result in a contract with the firm considered to be the most qualified at a price determined by both parties to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The board, or its designee, should undertake negotiation with the second most qualified firm and thereafter if necessary with the third.

2. Should the board be unable to negotiate a satisfactory contract with any of the selected firms additional firms should be selected in accordance with the above described procedure. Negotiation should continue in accordance with Section 287.055, F.S., or until the board determines not to proceed and to readvertise and begin the process again.

(f) Construction Manager/Total Program Manager Duties. Depending upon the requirements for CM/TPM services, duties of the manager may include, but are not limited to, the following:

1. Pre-design activities:

a. Provide or review project requirements, educational specifications, on- and off-site development survey requirements, preliminary budget, and make recommendations for revisions.

b. Prepare project schedule, including critical path elements, responsibilities of the owner CM/TPM, architect, contractor, and outside agencies, and update monthly throughout the duration of the contract.

c. Where the program includes renovation or expansion of existing structures, prepare an analysis package outlining the condition of existing structures, existing finishes and existing equipment code deficiencies, energy use, and life expectancy of other building systems. The package should contain recommendations and cost estimates.

d. Provide project delivery options for the design, bid, and bid packaging of projects for efficient scheduling, cost control and financial resource management.

e. Procure design services or assist the owner with selection of design professionals.

f. Utilize an information and reporting system to provide the board with accurate and current cost control, work status, including but not limited to work narrative, work completed/anticipated schedules, estimated expenditures, and project accounting systems of the project at all times.

g. Provide a project manual which shall describe, as a minimum, the work plan, job responsibilities and written procedures for reports, meetings, inspections, changes to the project, etc.

h. Provide market analysis and motivation for contractor interest for the publicly opened bids, and recommendations for minority business participation.

2. Design phase:

a. Provide value engineering recommendations to maximize the board's capital outlay and operations resources.

b. Attend all project-related meetings and record proceedings.

c. Periodically review all design documents for constructability and compliance with applicable laws rules, codes, design standards, and ordinances.

d. Periodically update cost estimates and make recommendations to keep the project within the budget.

e. Periodically update the project schedule and make recommendations for recovery of lost time.

f. Secure and monitor the review and approval process of governing authorities.

BEST COPY AVAILABLE

3. *Bid and award phase:*
   a. *Maintain a list of potential bidders and subcontractors and solicit bidders, including minority participation.*
   b. *Monitor and review all addenda and coordinate code review compliance.*
   c. *Prepare and issue bid packages, open or assist in the opening and evaluation of bids from at least two bidders for each trade package, and provide written recommendations.*
   d. *Receive and review pre-contract documents as required.*
   e. *Review the schedule-of-values for balance of tasks vs. dollars and compliance with the project schedule.*
   f. *Review contracts and make recommendations.*
   g. *Provide guaranteed maximum price.*
   h. *Provide value engineering during subcontractor bidding phase.*
   i. *Hold contracts and subcontracts; provide bonding for projects.*
4. *Construction phase:*
   a. *Schedule, conduct, and/or attend the preconstruction conference.*
   b. *Provide contract administration and approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; provide limited construction services; and keep a log of all site visits and observations.*
   c. *Develop and implement procedures to monitor, record, review, and approve all submittals, shop drawings, change orders, pay requests, and field orders for budget and schedule impact, and compliance with the contract documents.*
   d. *Provide inspection of all work, materials, and tests prior to wall installation, including substantial completion and occupancy inspections by appropriately certified inspectors.*
   e. *Ensure that as-builts are being kept up to date by the contractor.*
   f. *Make recommendations for correction of nonconforming or substandard work.*
   g. *Coordinate ordering and delivery of owner supplied equipment.*
   h. *Coordinate the testing, inspections and approvals of project, delivery of instructions for operating all building systems, including training of maintenance staff for the owner.*
   i. *Prepare final project accounting and provide written evaluation of the A/E, general contractor and major subcontractors.*
   j. *CM/TPM may perform construction services if approved by board and upon justification of benefits to contract such as savings in cost, in time, improved quality or other issues relevant to delivery of the project within terms of the contract. CM/TPM may perform construction services as authorized by law in cases of emergency under procedures approved by the board.*
5. *Minimum One-Year Warranty:*
   a. *Assist owner in completion of warranty work during the warranty period.*
   b. *Assist owner in the warranty inspections and completion of required work generated by the inspections.*
   c. *Assist in the transfer of the project to the maintenance department including the delivery of as builts warranties, guaranties, and operating instructions.*

(g) *Board's Duties. The duties of the board should include, but not be limited to:*
1. *Determine project scope, time frame for construction, funding source(s) and project budget.*
2. *Depending on the scope of CM/TPM contract for services, the board may also have to provide a site survey, educational plant survey or survey update, educational specifications/program, approvals*

easements, assessments, coordination with local government, architectural or engineering services inspection services, drawings and specifications.

3. *Provide a project representative with authority to render decisions promptly and furnish information expeditiously.*
4. *Provide the CM/TPM with a description of applicable requirements, state and federal laws, board policies and processes, time frames, interface/approvals required, payment policies, change orders inspections, and approval procedures.*

(7) **Design-Build.** Pursuant to Section 235.211, F.S., a board may use a design-build process for design and construction of educational and ancillary facilities using processes and selection criteria as described in Section 287.055, F.S. Design and construction professionals providing design-build services to the boards shall include design professionals and contractors certified, licensed, or registered to do business in Florida in conformance with Chapter 471, F.S., for engineers; Chapter 481, F.S., for architects; and Chapter 489, F.S., for contractors. The board shall assure that design-build projects are in compliance with applicable state and federal laws and building and life-safety codes. Boards shall develop policies and procedures for design-build processes which include, as a minimum, the requirements of Section 287.055, F.S., the selection of professionals, evaluation of professional services, certification as qualified pursuant to law and regulations of the board, establishment of criteria, procedures, and standards for evaluation of design-build contract proposals or bids. To select a design build contractor, a board may use either a qualifications-based selection process, as described in Sections 287.055(3), (4), and (5), F.S., or may use a competitive proposal selection process, which is described in Section 287.055(10)(c). *Section 287.055(10), F.S., provides that evaluations must be based on price, technical and design aspects, weighted for a specific project. The following procedures reiterate a portion of the requirements of statute, which are identified with "shall":*

(a) Design Criteria Professional. A board shall select a design professional in accordance with Section 287.055, F.S. (CCNA), or may use its staff design professional, who shall prepare and seal the design criteria package (schematic plans and performance specifications) for competitive proposals or bidding the project. This design professional shall be independent of the design-build entity, and shall assist the board in the evaluation of the responses or bids submitted by the design-build firms, provide supervision and/or approval of the detailed working drawings, and evaluate the project construction against the design criteria package.

(b) The Design Criteria Package. The design criteria package shall include, but not be limited to, performance-oriented drawings and/or specifications incorporating the legal description of the site, site survey, interior space requirements, material quality standards; schematic layout, conceptual design criteria, cost or budget estimates, design and construction schedules, site development requirements provisions for stormwater retention and disposal, parking requirements, and statement of required compliance with these State Requirements as applicable. The design criteria package should include design-build firm selection criteria, procedures and standards for the evaluation of design-build contract proposals or bids based on price, technical and design aspects weighted for the project; provisions for contracts; competitive proposal or bid form as board determines; insurance requirements; general and special conditions ; description of proposed plan to provide utility and other services and to construct facility; description of responsibilities for permits for connections to utilities, storm water, roads, to meet environmental regulations; and growth management requirements; testing; and soil borings.

(c) Board Approval. The design criteria package, including the funding sources, shall be reviewed and

approved pursuant to Section 235.017, F.S., for compliance with these State Requirements, and other state and federal laws and rules which apply to the project.

(d) Advertise Request For Proposal. The board shall advertise in accordance Section 287.055, F.S. The public announcement shall include a general description of the project and indicate how interested consultants may apply.

(e) Select Short-List. The board, or its designated selection committee, using CCNA and the following criteria as a minimum, shall select at least three (3) design-build firms which will be allowed to submit competitive proposals, or bid, on the design criteria package (project):

1. *Qualification: The ability and professional qualifications of the design-build firm and its members/partners to perform the work and to complete the work in a timely and cost-efficient manner, and/or whether the firm is a certified minority business enterprise.*
2. *Availability: Compare the location of the responding design-build firms in relation to the project site Evaluate the firm's current and projected work load in relation to the project's proposed schedule*
3. *Past Work: Compare similarity and dollar value of past work to proposed project, including knowledge of these "State Requirements for Educational Facilities." Consider dollar value and volume of work previously awarded to the design-build firm by the board, with the objective of effecting equitable distribution of contracts among qualified firms, providing such distribution does not violate the principle of selection of the most highly qualified. Conduct reference checks with previous clients of the design-build firm to confirm that past projects were completed within time schedule and project budget. Include the contractor's ability to furnish performance and payment bond and other required insurance.*
4. *Project Scheduling: Evaluate the design-build firm's proposed design and construction phasing and projected project scheduling.*
5. *Response to the design criteria package: Understanding the board's program and project requirements and incorporating these in the technical and design aspects of the project.*
6. *Price: Where a bid is not utilized for award of contract from among the short listed design-build entities, include in evaluation criteria a guaranteed maximum price for the project, applying point in the evaluation of price relative to other factors of importance such as technical and design aspect needed for a successful completion of the project.*

(f) Competitive Proposal or Pre-Bid Conference. The board may hold a conference for prospective or interested design-build entities and may issue addenda to the design criteria package.

(g) Competitive Proposals or Bids. At the board's option, the board may receive, at a preappointed time and place, competitive proposals or sealed bids from the selected design-build firms. Where sealed bids are utilized, the sealed bids shall be opened and read publicly at the appointed time and place.

(h) Evaluation. Where competitive proposals are received, each short-listed firm's design solution shall be evaluated by the selection committee and the design criteria professional for conformance with the design criteria package. As an option, the committee may request that the selected design-build firms publicly present their responses to the design criteria package. The board shall establish evaluation criteria and assign numerical values according to their relative importance. The evaluation criteria shall include price technical and design aspects of the response . The evaluation criteria may include, but is not limited to the following elements:

1. *Foundation and structural systems.*
2. *Exterior materials.*
3. *Mechanical systems, including operational characteristics and costs.*

BEST COPY AVAILABLE

4. Plumbing, including fixtures.
5. Interior finishes and hardware.
6. Interior wall, floor, and ceiling systems.
7. Electrical and lighting systems.
8. Roofing system.
9. Site work, drainage, roads, parking, play fields, and landscaping.
10. Project cost.
11. Energy conservation design elements.
12. Long-term maintenance and life-cycle cost design elements.
13. Fire suppression and containment, life-safety, and safe school concepts.
14. Esthetics.
15. Applicable building codes and ordinances, state and federal laws.
16. Time of completion.
17. Value engineered alternates to the design criteria.
18. Compliance with design criteria package.

(i) Contract Award. The board may reject all competitive proposals or bids or may award the contract Contract award may be to the best qualified design-build firm having the most responsive competitive proposal or to the lowest responsive bid.

(j) Approval of Documents. After the contract award, the board shall submit the design-build firm's construction documents to its review entity for approval pursuant to Section 235.017, F.S., including addenda and/or change orders.

(k) Design-Build Responsibility. The design-build firm shall be responsible for the design and construction of the project in conformance with these "State Requirements for Educational Facilities," and with other state and federal laws and rules, where applicable. All construction documents shall be signed and sealed by architects and engineers registered in Florida, as required by law.

(l) Board Responsibility. The board shall ensure that the project conforms to these "State Requirements for Educational Facilities," and with other state and federal laws and rules, where applicable, and to the design criteria package. Upon completion of the project, required reports, including FISH and cost for construction, shall be submitted to the Office.

(8) **Prequalification of Contractors for Educational Facilities Construction.** A board shall prequalify contractors for a one-year period or for a specific project. The intent of this section is to prescribe uniform requirements for prequalification of contractors.

(a) Criteria. Contractors shall be prequalified by a board on the basis of the following criteria and such other criteria as the local board may adopt.

1. Proof that the contractor holds a contractor's license which authorizes the contractor to supervise the work within the scope of the construction project.
2. Evidence that the applicant has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business within the State. In the absence of such written verification, the board may require the applicant to submit any audited financial information necessary to evaluate an applicant's financial ability to perform

the project and to respond to damages in the event of default.

3. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects as shown by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
4. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.
5. Type of work for which the contractor is licensed.

(b) **Procedures.** A board shall comply with the following:

1. Hold a public hearing to discuss its intent to prequalify contractors and the proposed policy, procedures, and rules. Publish two (2) notices of hearings in a local newspaper having general circulation throughout the district at least thirty (30) days and again at seven (7) days prior to the hearing. The notice shall contain at least the purpose, date, time, and place of the hearing.
2. Adopt procedures, pursuant to Chapter 120, F.S., and in compliance with this section, for prequalification of contractors.
   a. Prescribe procedures which will not restrict competition, or prevent the submission of a bid, or prohibit the consideration of a bid submitted by a prequalified contractor.
   b. Prescribe procedures which will allow prequalification of any responsible contractor who meets the uniform criteria established in this section, whether resident or non-resident within the geographic area served by the board.
   c. Prescribe procedures governing the submission of financial information by contractors.
   d. Prescribe procedures for a Contractor Prequalification Review committee to review and evaluate applications and make recommendations for type of project, dollar volume, and limits allowed within the scope of the prequalification. The committee may include a contractor, parent, design professional, CPA, facilities planner, and others as determined by the board.
   e. Prescribe procedures which will not supersede any small business, woman-owned or minority-owned business-enterprise preference program adopted by the board.
   f. Adopt procedures by which the board may reject applications which contain inaccurate information, declare a contractor delinquent, and suspend or revoke a prequalification certificate.
3. The board shall receive and either approve or reject each application for prequalification within sixty (60) days after receipt by the board's administrator. Approval shall be based upon the criteria established in this section.

(c) **Application.** In order to allow the board to apply the uniform criteria in subsection (a), a board

shall require each contractor, firm or person requesting prequalification to submit separate applications that include the following:

1. Detailed information on board-prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement, and references.
2. Audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.
3. General information about the contractor company, its principals, and its history including state and date of incorporation.
4. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
5. A list of projects completed within the past five (5) years, including dates, client, approximate dollar value, and size.
6. Certificates of insurance confirming current worker's compensation, public liability and property damage insurance as required by law.
7. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.
8. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.
9. EXCEPTION: When two (2) or more prequalified contractors wish to combine their assets for a specific project, they may do so by filing an affidavit of joint venture on board-prescribed forms. Such affidavit shall be valid only for that specific project.

(d) **Issuance of Certificate.** The board shall issue a certificate valid for one (1) year or the specific project. The certificate shall include:

1. A statement indicating that the contractor may bid for projects during the time period specified.
2. A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.
3. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the board at any one time. The maximum value of each project may be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.
4. A statement establishing the type of work the contractor will be permitted to provide.
5. The expiration date of the certificate.

(e) **Renewal of Certificate.** Certificates not for a specific project shall be renewed annually.

1. Financial statements or written verification of bonding capacity on file with the board shall be

updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the board, shall automatically revoke a prequalification certificate.

2. The board may allow prequalified contractors to request a revision of their prequalification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.

(f) **Delinquency.** The decision to declare a contractor delinquent may only be made by the superintendent or president and must be ratified by the board at its next regular meeting following such decision by the superintendent or president. Should a contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, the board shall notify the contractor and his surety, in writing, that the contractor is disqualified from bidding work with the board as long as the delinquent status exists. A delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

1. A substantial or repeated failure to comply with contract documents after written notice of such non-compliance.
2. A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.
3. Substantial deviation from project time schedules after written notice of non-compliance.
4. Substantial or repeated failure to pay subcontractors after the board has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.
5. Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.
6. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.
7. Failure to maintain the required insurance coverage after written notice of such failure.

(g) **Suspension or Revocation.** The board may, for good cause, suspend a contractor for a specified period of time or revoke the prequalification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

1. Inaccurate or misleading statements included in the application.
2. Declared in default by a board.
3. Adjudged to be bankrupt.
4. Performance, in connection with contract work, becomes unsatisfactory to a board based on the board asserting and recovering liquidated damages in an action against the contractor.
5. Payment record, in connection with the contract work, becomes unsatisfactory to the board based on the contractor's failure to comply with the Construction Prompt Pay Act (Section 715.12, F.S.).
6. Becomes delinquent on a construction project pursuant to (f) above.
7. Contractor's license becomes suspended or is revoked.

8. No longer meets the uniform prequalification criteria established in this section.

(h) **Appeal.** A contractor whose application has been rejected or whose certificate has been suspended or revoked by a board shall be given the benefit of reconsideration and appeal as follows:

1. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.
2. A board shall act upon a contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. The board may require additional information to justify the reconsideration.

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.014, 235.06, 235.211, 235.26, 235.31, 240.327, 255.20, 287.055, 471, 481, 489.113(2), 489.125, Florida Statutes.

General Contract Procedures. A board which undertakes construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day-labor project, regardless of cost or fund source, shall use contracts that comply with laws governing public facilities contract and construction requirements, these State Requirements, and more specifically, Chapters 235 and 50; also, Sections 235.211, 235.26, 235.31, 255.05, 255.20, 255.551 through 255.565, 287.133, 287.0935, 442.103, 489.113(4)(c), and 553.60 through 553.64, F. S. Finance and facilities construction reports, as required by Chapter 235, F.S., shall be provided to the Department for legislative information.

(1) Bonds and Insurance.

(a) Bonds. Bonds are required on projects costing two hundred thousand dollars ($200,000) or more. The board shall establish criteria for qualifying surety companies; however, when a bond is required on projects costing five hundred thousand dollars ($500,000) or less, surety companies meeting the criteria of Section 287.0935, F.S., shall be accepted by the board.

1. Bid Bond or Security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.

2. Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred percent (100%) of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.

3. Where the contract amount does not exceed five hundred thousand dollars ($500,000), the board shall not refuse a bonding company which meets the provisions of Section 287.0935, F.S.

4. On projects with costs less than two hundred thousand dollars ($200,000), bonds shall be at the discretion of the board.

(b) Proof of Insurance. The board shall verify that the contractor has a valid license, as required by Chapter 489, F.S., and, through a Letter of Insurability or Certificate of Insurance, is maintaining the insurance coverages and limits as required by law. The board may deny contract approval on this basis, as permitted by Section 489.113(4)(c), F.S. *The project shall be covered by the following insurance, with limits as required by law:*

1. Workers' Compensation and employer's liability.

2. Public liability to include personal injury, bodily injury, and property damage.

3. Products and completed operations liability.

4. Owner's protective liability.

5. Business automobile liability, including owned, non-owned, and hired automobiles.

6. Property all-risks coverage to one hundred percent (100%) of the value at risk. This is subject to the deductibles acceptable to the board.

7. Boiler and machinery insurance as required.

(c) Asbestos Contractor Liability Insurance. A board shall verify that an asbestos abatement contractor has liability insurance with a pollution endorsement against claims or claim expenses arising from any abatement project. Upon receipt of written documentation that such coverage is unavailable in the insurance market the board shall require that the contractor post a surety bond in at least the minimum amount required by law. For projects, including asbestos abatement, a board may indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with Sections 255.551 through 255.565, F.S.

(d) Indemnification Agreement. When an indemnification or hold harmless agreement is used in a con-struction contract, it shall provide either a payment from the board to the contractor for the indemnification or shall

set a specific limit to the contractor's risk exposure, as provided in Section 725.06, F.S.

(e) Flood Insurance. When a board is eligible, and proposes to obtain flood insurance, it shall comply with appropriate federal standards for construction in addition to the UBC.

(2) **Advertising, Bidding, and Awarding Contracts.** Construction projects estimated to cost two hundred thousand dollars ($200,000) or more and electrical projects which are estimated to cost fifty thousand dollars ($50,000) or more, shall be advertised in conformance with the procedures outlined in this section. Projects estimated to cost less than two hundred thousand dollars ($200,000) and which the board will complete using contracted services, shall be advertised for a minimum of one week. Unless other authorized contract processes are used, the bidding process shall be used to award all construction projects of $200,000 or more and electrical projects of $50,000 or more, as required by Section 255.20, F.S. *Section 255.101, F.S., requests public entities to be sensitive to job-size barriers to minority businesses and encourages the use of competitive bids for construction projects over $100,000. Section 287.093 and 235.31, F.S., provide that a board may set aside up to ten (10) percent of its capital outlay fund for competitive bids only among minority business enterprises as defined in statute.*

(a) **Legal Notice.** The board shall publish legal notice in accordance with Chapter 50, F.S., providing at least the following information:

1. Project name and name of board.
2. Location of the project.
3. Brief statement describing the work.
4. Date, time, and place of bid opening.
5. From whom and when contract documents are available, including deposit or charge.
6. Other information for bidders: notice of pre-bid conference, bid security, insurance, plan deposit, and board's intention to waive technicalities.

(b) **Minimum Notice.** This notice shall be published a minimum of once a week for three (3) consecutive weeks in a local newspaper with general circulation throughout the district. The last such notice shall appear at least seven (7) days prior to the date set for the bid opening.

1. Any correction or change in the advertisement shall be made at least seven (7) days prior to the date set for bid opening.
2. The original date set for bid opening may be changed and extended at any time within the final seven- (7) day period provided the notice to bidders is published again for one (1) time at least seven (7) days prior to the new bid date, and each known prospective bidder is notified in writing of the change.
3. Complete drawings and project manual shall be available to contractors on the date of the first legal advertisement.

(c) **Invitation to Bid.** In addition to publication of the notice, the board shall require that the invitation to bid be mailed or delivered to not less than three (3) prospective bidders or shall be distributed to area plan review rooms.

(d) **Include with Bid.** Contractors shall include information, as required by law, with their bid.

1. Public Entity Crime. Assurance of conformance with Public Entity Crime Law, Section 287.133(2)(a), F.S.

2. Trench Safety Act. Reference to the trench safety standard, where relevant, and written assurance that

the contractor will comply with the Trench Safety Act, Sections 553.60 through 553.64, F.S.

3. Subcontractors listed in the bid shall not be replaced without cause, once the list has been opened and made public, in accordance with Section 255.0515, F.S.

(e) **Bid Opening.** Bids shall be publicly opened, read, and tabulated at the designated time and place by an employee of the board or other appointed individual.

(f) **Alternates.** Alternates listed in the bidding documents may be accepted at any time after the contract award by change order provided the contractor remains the low bidder on the combination of the base bid and the alternates selected. *Deductive alternates must be used to obtain a reduced project scope and are required by statute when bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available and the board wants to preserve the option to negotiate with the apparent low bidder if bids exceed available project funds.*

(g) **Waive Technicalities.** The board may reserve the right to waive minor technicalities, if so stated in the bid advertisement.

(h) **Contract Award.** The board shall consider all bids received and either reject all bids or identify the apparent low bidder, considering base bid and accepted alternates, and award a contract for a fixed amount for the work. The contract shall include a time limit in which the construction is to be completed.

(i) Optional Bid Protest Bond. If a board uses bid protest procedures pursuant to Section 120.53(5), F.S, then the board may require the protestor to post a bond in accordance with Section 255.0516, F.S.

(j) Delegated Authority. The board may adopt policies and procedures to delegate authority to the superintendent or president to award contracts subsequent to and consistent with the board's approval of the scope, time frame, fund source, and budget of a survey-recommended project.

(3) **Payments to Contractor and Project Close Out.** Each board shall adopt policies and procedures to be followed for all construction contracts and for making payments to the contractor. Final payment shall not be made until an Occupancy Certificate has been issued, the project has been completed, and the board has accepted the project. The adopted policy and procedures shall be implemented in the contract documents. *The board policies shall specify, but not be limited to, the following:*

(a) Payments. Notice of time limit and method of payment to the contractor, including final payment. Included should be the criteria for making payment during the construction process, such as materials suitably stored on the site and percentage of work completed.

(b) Retainage, Penalties and Incentives. Where required by the board, the amount retained and the condition for its payment, or the penalty to be paid by the contractor for failure to comply with the time limits of the contract. Boards are authorized to include incentives for early completion of the project.

(c) Federal Wage Rates. Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the U. S. Department of Labor. When using a federal wage rate, federal Workers' Compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds

(d) Project Closeout. The board should establish policy and procedures for final acceptance of a construction project including the criteria and conditions for project completion, substantial completion, punch lists, UBCI inspection and procedures for occupancy, warranties, the design professional's inspection and concurrence, equipment manuals, as-built documents, final acceptance of project by the board including final payment to the contractor, the value of incomplete items if the board should accept the facility for full and

BEST COPY AVAILABLE

complete occupancy prior to the satisfactory completion of such items, and other issues as appropriate. Upo completion of a threshold building, the threshold inspector shall file a signed and sealed statement with th board indicating that, to the best of his/her knowledge and belief, the building's structural load-bearin components comply with the permitted documents and the shoring and reshoring conform with the shorin and reshoring plans previously submitted to the board.

(e) Asbestos. The federal Asbestos Hazard Emergency Response Act (AHERA) of October 22, 1986 requires the architect or engineer of record to sign a statement that no asbestos-containing building material were specified, or, to the best of his/her knowledge, were used as a building material in the project. Th contractor should certify to the board that to the best of his/her knowledge, no asbestos containing buildin materials were used as a building material in the project. Section 255.40, F.S., prohibits the use o asbestos-containing materials in the construction of new public buildings.

(f) Board's Acceptance of the Project and Final Payment. The criteria and conditions for final payment to th contractor shall be established and included in the contract.

(4) **OEF Form 209 - Certificate of Final Inspection.** Submit one (1) copy to Educational Facilities for all projects over two hundred thousand dollars ($200,000) after the project has been inspected for occupancy, signed by the architect or engineer of record, signed by the UBCI, and approved by the board.

(5) **Change Order.** Changes to contracts shall be initiated by change order. The architect or engineer of record shall certify to the board that the changes to the approved construction documents comply with building code and life safety code as required. The board shall act to approve all changes in construction after award of the contract, or may develop policy to delegate approval as authorized in Section 235.321, F.S.

(a) Delegate Authority. To expedite the change order process and not delay construction in progress, the boar may by policy, delegate authority to approve change orders up to a designated amount, to an administrato or other individual in the name of the board. Change orders shall be reported to the board and entere into the official minutes, on a schedule or as otherwise required by the board.

(b) Increase or Decrease. Performance and payments bonds and insurance coverages shall increase or decrea in response to a change order.

(6) **Toxic Substance Safety Precautions.** School boards shall develop policy and procedures to address toxic substances used during work on occupied facilities. Consideration should be given to the time required for the toxic substance to dissipate to safe levels and removal of occupants during the application phase as recommended by the material manufacturer

(a) Contractor. When toxic substances are to be used during the renovation, remodeling, or addition to a existing facility, the contractor shall notify the administrator in writing at least three(3) working days before any toxic substance listed in Section 442.103, F.S., is used. The notice shall indicate the name of eac of the toxic substances which will be used, where and when they will be used, and a copy of a material safet data sheet (MSDS) for each, as defined in Section 442.102, F.S. The contractor shall comply with th safety precautions and handling instructions set forth in the material safety data sheet. Copies of hazardou waste manifests documenting disposal should be provided.

(b) Administrator. The administrator shall notify occupants of the anticipated presence of toxic substance during the renovation, remodeling, or addition to an existing facility. The administrator shall take al reasonable actions to ensure that the contractor complies with the safety precautions and handlin instructions set forth in the material safety data sheet for each substance used so that usage of the substanc poses no threat to the health and safety of students, school personnel, and the general public.

(7) Testing. A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel and others as required by industry standards. A provision setting forth who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase. Test and balance services for HVAC systems should be provided by a company employed by the board.

(8) Sole Source. When sole source materials or systems are recommended for use, the board shall follow the requirements set forth in Section 255.04(1), F.S.

(9) Wood Products. Boards should specify use of Florida forest products, where available, in accordance with Section 255.20, F.S.

(10) Preference to Home Industry. Boards may give preference to Florida materials and a preference to suppliers, contractors, architects and engineers who reside within the State in conformance with Section 255.04, F.S.

See Rule 6-2.0111, Florida Administrative Code; Chapter 50 and Sections 230.23(9), 235.002, 235.01, 235.26, 235.31, 235.32, 235.321, 240.327, 255.0515, 255.20, 287.0935, 287.133, Florida Statutes.

Documents and Submittals. A board which undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall develop policies and procedures for the review of contract and construction documents as outlined in Section 235.017, F.S. After January 1, 2001, boards shall use the Florida Building Code (FBC) as the state building code for public educational facilities. Board authorized building departments, where provided, shall comply with the requirements of: the FBC; the certification requirements of Chapter 468, F.S., for building code administrators and inspectors; Chapter 553, F.S., and Chapter 235, F.S. Boards shall also provide for permanent archival of plans; and submission of project data as requested to the Department pursuant to Section 235.33, F.S. Boards may submit construction documents to the Office for review and approval as prescribed in this section for new construction, remodeling and renovation, regardless of estimated project cost, including relocatables. Documents for projects shall conform to the appropriate sections of these State Requirements.

(1) **Construction Documents (Phase III).** The board shall approve construction/Phase III documents which may be sent to the Office for code review and approval.

(a) **Delegation of Authority.** Pursuant to Section 235.26(2), F.S., the board may adopt policies and procedures for delegation of authority to the superintendent or president for submitting documents to the Office for review and approval, subsequent to, and consistent with the board's approved scope, time frame, funding source, and budget of a project.

(b) **Approval or Approval Withheld.** Notice of approval of construction/Phase III documents, or an approval withheld of construction/Phase III documents, will be issued to the administrator and the project design professional. If approval is withheld from the construction/Phase III documents the board shall correct cited mandatories, submit corrected documents to the Office, highlighting any changes from the original, and receive an Educational Facilities approval letter.

(2) **Reuse or Prototype Projects.** The facilities list and construction documents shall be updated, highlighting any changes from the original, to adapt to the new site and to comply with these State Requirements and other current rules or codes in effect relating to safety-to-life, health and sanitation, physically disabled, and any laws in effect at the time a design adaptation contract is awarded. FEEC and LCCA documents shall also be updated to evaluate energy use and energy efficient designs. An analysis shall be included, as required by Section 235.26(3), F.S., which evaluates building materials and systems, life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 235.26(2)(f)5., F.S. Standards for evaluation of materials are available from the Department in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."

(3) **Document Submittal.** When the board chooses to send documents to the Office for review, one (1) set of contract documents shall be submitted for review and approval, as follows:

(a) **General Requirements.**

1. Submit OEF Form 208 - Letter of Transmittal with construction documents for review.
2. Record Set; signed and sealed/statements of compliance. Only complete documents, signed and sealed by the design professionals, will be accepted for review; in addition, these documents shall contain a statement of compliance by the architect or engineer of

record that, "To the best of my knowledge, these drawings and the project manual are complete and comply with the 'State Requirements for Educational Facilities.'" This submittal is the official record set of the bid documents, which will be permanently archived by the Department for the benefit of future boards.

3. When requested by the Office, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.
4. Changes to the construction documents may be made prior to contract award by addenda and/or resubmittal of documents graphically indicating the changes. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the Office as they occur during the bidding process for complete record set documentation.
5. Life-Cycle Cost Analysis (LCCA) Data Summary Sheets 1, 2, 3. LCCA shall be signed and sealed and submitted to the Office for review and approval with the construction documents.
6. Florida Energy Efficiency Code for Building Construction (FEEC). Submit one (1) copy Florida Energy Efficiency Code for Building Construction (FEEC) forms, signed and sealed by a State of Florida registered design professional, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope.
7. "OEF Facilities Space Chart/Net and Gross Square Footages" (OEF 208a) or equivalent chart indicating all room names in the project, room numbers, the number of square feet in each room, and design occupant capacity.
8. An analysis shall be included, as required by Section 235.26(3), F.S., which evaluates building materials and systems, life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 235.26(2)(f)5., F.S. Standards for evaluation of materials are available from the Department in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."

(b) **Drawings.** Documents shall be submitted on sheet sizes not to exceed thirty-two (32) inches by forty-two (42) inches. The drawings shall include the following:

1. Site plans, including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and architectural site plans.
   a. Acreage, points of the compass, scale, contours and general topographical conditions, flood zone and floodplain elevation, overall dimensions, adjacent highways, roads, emergency access, fire hydrants, power transmission lines, ownership and use of adjacent land, walks and paths, vehicle and bike parking areas, accessibility for the disabled, service areas, play areas, bus and car loading zones, existing buildings and use, location of proposed building(s) and future additions, community use buildings, phased construction.
   b. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation in which the project is located. The statement shall be signed and dated by the A/E of record.

record that, "To the best of my knowledge, these drawings and the project manual are complete and comply with the 'State Requirements for Educational Facilities.'" This submittal is the official record set of the bid documents, which will be permanently archived by the Department for the benefit of future boards.

3. When requested by the Office, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.
4. Changes to the construction documents may be made prior to contract award by addenda and/or resubmittal of documents graphically indicating the changes. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the Office as they occur during the bidding process for complete record set documentation.
5. Life-Cycle Cost Analysis (LCCA) Data Summary Sheets 1, 2, 3. LCCA shall be signed and sealed and submitted to the Office for review and approval with the construction documents.
6. Florida Energy Efficiency Code for Building Construction (FEEC). Submit one (1) copy Florida Energy Efficiency Code for Building Construction (FEEC) forms, signed and sealed by a State of Florida registered design professional, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope.
7. "OEF Facilities Space Chart/Net and Gross Square Footages" (OEF 208a) or equivalent chart indicating all room names in the project, room numbers, the number of square feet in each room, and design occupant capacity.
8. An analysis shall be included, as required by Section 235.26(3), F.S., which evaluates building materials and systems, life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 235.26(2)(f)5., F.S. Standards for evaluation of materials are available from the Department in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."

(b) **Drawings.** Documents shall be submitted on sheet sizes not to exceed thirty-two (32) inches by forty-two (42) inches. The drawings shall include the following:

1. Site plans, including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and architectural site plans.
   a. Acreage, points of the compass, scale, contours and general topographical conditions, flood zone and floodplain elevation, overall dimensions, adjacent highways, roads, emergency access, fire hydrants, power transmission lines, ownership and use of adjacent land, walks and paths, vehicle and bike parking areas, accessibility for the disabled, service areas, play areas, bus and car loading zones, existing buildings and use, location of proposed building(s) and future additions, community use buildings, phased construction.
   b. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation in which the project is located. The statement shall be signed and dated by the A/E of record.

c. Drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

d. Soil testing results.

2. Plans and details including, but not limited to:

a. Title sheets including a table of contents and statement of compliance by the architect or engineer of record. Each discipline shall have a list of abbreviations, schedule of material indications, and schedule of notations and symbols at the beginning of their section of the plans.

b. Architectural sheets including floor plans, door, window and finish schedules, roof plans, elevations, sections, and details.

c. Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for the disabled, Florida Inventory of School House (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing buildings and use, future additions, and phased construction. Indicate emergency public shelter design features, if applicable.

d. A life-safety plan showing exits, accessibility for the disabled, fire walls, fire resistance rated walls, rated doors, emergency wall openings, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, working stage protection, range and fume hoods, eye wash and emergency showers, protected corridors, smoke barriers, fire alarm systems, room names and numbers, or any other life-safety features relevant to the facility. The life safety plan shall also show the fire sprinkler system if proposed. By symbol, indicate connections and tie-ins to existing equipment.

e. A floor plan drawn at an architectural scale that will allow the entire facility to be shown on one sheet, without breaklines.

f. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.

g. Existing facilities to be remodeled or renovated may use accessibility lifts provided: sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility; sketches of proposed inclined wheel chair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.

h. When planning open space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or

color.

i. Exterior building elevations as necessary to show the general character of the facility.

j. Typical building sections to show dimensions, proposed construction materials, and elevations of finished floors and finished ground grades.

k. Civil/Structural sheets including paving; drainage; water, sanitary sewer, fire protection; foundation plans; floor plans; roof plans; structural plans; sections; details; and pipe, culvert, beam, column, wall and footing schedules.

l. Mechanical sheets including floor plans; room names and numbers; sections; details; riser diagrams; kitchen exhaust hoods; and, equipment, fan, and fixture schedules, fixture locations and fixture unit calculations.

m. Electrical sheets including floor plans; room names and numbers; sections; details; riser diagrams; and fixture and panel schedules.

n. A threshold building inspection plan, prepared by the A/E of record, as set forth in Section 553.79(5), F.S., including the name of a certified threshold building inspector, shall be submitted to the Office for review and approval. *A threshold building is any building greater than three (3) stories or fifty (50) feet in height, or any building with an assembly space that exceed five thousand (5000) square feet in area, and has an occupant load of more than five hundred (500) persons.*

(c) **Project Manual.** The project manual shall include, but not be limited to, the following:

1. Title Page including a statement of compliance by the architect or engineer of record.
2. Table of Contents.
3. Schedule of Drawings.
4. Invitation to Bid and Advertisement for Bids. *Include a statement regarding provisions of Public Entity Crime Law, Section 287.133(2)(a), F.S.*
5. Instructions to Bidders, including date and time of bid opening and notice of pre-bid conference.
6. Sample Forms. *Owner/Contractor Agreement; Performance and Payment Bond; Change Order Bid Form, which may require the general contractor's license number, and may include a subcontractors list and license numbers; and other project forms.*
7. Bonding Requirements. *Bonds are required on projects costing two hundred thousand dollars ($200,000) or more. On projects with costs less than two hundred thousand dollars ($200,000) bonds shall be at the discretion of the board.*
   a. *Bid Security equaling five percent (5%) of the base bid, as required by Section 255.051, F.S. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.*
   b. *Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred percent (100%) of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.*
   c. *Where the contract amount does not exceed five hundred thousand dollars ($500,000), the board shall not refuse a bonding company which meets the provisions of Section 287.0935, F.S.*
8. Insurance Requirements. *The project shall be covered by the following insurance, with limits as required by law:*

a. *Workers' Compensation and employer's liability.*
b. *Public liability to include personal injury, bodily injury, and property damage.*
c. *Products and completed operations liability.*
d. *Owner's protective liability.*
e. *Business automobile liability, including owned, non-owned, and hired automobiles.*
f. *Property all-risks coverage to one hundred percent (100%) of the value at risk. This is subject to th deductibles acceptable to the board.*
g. *Boiler and machinery insurance as required.*

9. General Conditions and Supplementary Conditions. *The contract should include, but not b limited to, the following:*

a. *Deductive alternates must be used if bidding is to take place on a project where funds are in jeopard of reversion and a rebid process would not be possible within remaining time available, and th board wants to preserve the option to negotiate with the apparent low bidder.*
b. *Notice of time limit and method of payment to the contractor including final payment.*
c. *Time limit in which the construction is to be completed.*
d. *The penalty to be paid by the contractor for failure to comply with the time limits of the contract.*
e. *Federal wage rates and hourly scales shall be used where required by federal fund source. Federa wage rates shall be secured from the Federal Department of Labor. When using a Federal wage rate Federal workers' compensation must also be used. Federal wage rates are not required fo construction projects financed totally from local or state funds.*
f. *Where projects include trenching which exceeds a depth of five (5) feet, reference shall be made to th trench safety standard as required by Sections 553.63 and 553.64, F.S.*
g. *For projects including asbestos abatement, a board may indemnify and hold harmless an asbesto consultant against acts of omission or release of contaminants during asbestos abatement activities i accordance with Sections 255.551 through 255.565, F.S.*
h. *A listing of all toxic substances enumerated in the Florida Substance List established pursuant t Section 442.103, F.S., that are to be used in the construction, repair, or maintenance of educationa facilities, and before use, the contractor shall notify the district superintendent or college president, an the administrator, in writing at least three (3) working days prior to using the substance. Th notification shall contain: the name of the substance to be used; where the substance is to be used an when the substance is to be used. A copy of a material safety data sheet as defined in Sectio 442.102, F.S., for each such substance shall be included in the notification. The administrato shall take all reasonable actions to ensure that the contractor complies with the safety precautions an handling instructions set forth in the material safety data sheet for each substance used so that usag of the substance poses no threat to the health and safety of students, school personnel, and the genera public.*
i. *A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel an others as required by industry standards.*
j. *A provision setting forth who should pay for the testing of questionable installations, procedures products, or materials in the construction phase.*
k. *Test and balance services for HVAC systems should be provided by a company employed by th board.*
l. *The board may include an incentive in the contract for early completion of the project.*

10. Specifications. Written requirements for materials, equipment, construction systems,

BEST COPY AVAILABLE

standards, workmanship, and performance of related services.

11. Addenda.

(4) Community College Master Plan. Proposed buildings shall conform with the approved campus development plan. Changes to the campus development plan shall be updated every five (5) years.

(5) Schematic Design Documents (Phase I). As a guide, boards may request the following information for schematic phase documents. Concept drawings/ documents should include, but not be limited to:

(a) Site Plan. A site plan showing acreage; points of the compass; scale; contours and general topographical conditions; floodplain elevation and velocity zone; overall dimensions; adjacent highways, roads, emergency access; fire hydrants; power transmission lines; ownership and use of adjacent land; walks and paths; vehicle and bike parking areas; accessibility for the disabled; service areas; play areas; bus and car loading zones; existing buildings and use; location of proposed building(s) and future additions; community use buildings; phased construction; and preliminary soil borings.

(b) Floodplain. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation in which the project is located. The statement shall be signed and dated by the AE of record.

(c) Environmental Studies. Evidence showing that required environmental studies have been completed and sensitive site areas have been identified as required by Section 235.193, F.S.

(d) Floor Plans. Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for the disabled, Florida Inventory of School Houses (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing building and use, future additions, and phased construction.

(e) Public Shelter. Indicate emergency public shelter design features, if applicable.

(f) Life Safety Plan. A life-safety plan showing exits, accessibility for the disabled, fire walls, fire resistance rated walls, protected corridors, smoke barriers, fire alarm systems, room names and numbers, or any other life-safety features relevant to the facility. The life-safety plan shall also show if a fire sprinkler system is proposed

(6) Design Development Documents (Phase II). A board may approve the Phase II design development documents as appropriate and may request the following information:.

(a) Documents. Design development documents should continue the development of the schematic phase documents and should include the following:

1. Site plan showing, in addition to Phase I requirements, landscaping, drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

2. A statement on the site plan identifying the number of existing, required and new trees to be planted. The statement shall be signed and dated by the design professional.

3. Soil testing results. Identify the proposed method of treatment for special foundation problems .

4. Floor plans including, but not limited to, the following:

a. A floor plan showing the entire facility on one sheet, without breaklines.

b. Floor plans drawn at a larger scale showing typical student-occupied spaces or special rooms with dimensions, equipment and furnishing layouts, sanitary facilities, stairs, elevators, and identification of accessible areas for the disabled.

c. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any

proposed changes thereto. Distinguish between new and existing areas for renovation remodeling, or an addition.

5. *Existing facilities to be remodeled or renovated may use accessibility lifts provided:*
   a. *Sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility.*
   b. *Sketches of proposed inclined wheel chair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.*
6. *Life-safety plan to show exit strategy, rated doors, emergency wall openings, working stag protection, range and fume hoods, eye wash and emergency showers.*
   a. *By symbol, indicate fire sprinklers, fire alarm equipment, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, and other life-safety equipment relevant to the facility.*
   b. *By symbol, indicate connections and tie-ins to existing equipment.*
7. *When planning open-space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.*
8. *Plumbing fixture locations and fixture unit calculations.*
9. *A minimum of two (2) exterior building elevations to show the general character of the facility.*
10. *Typical building sections to show dimensions, proposed construction materials, and relationship of finished floor to finished grades.*
11. *Outline specifications giving general description of finishes, materials, and systems, including HVAC, electrical, plumbing, and specialty items, including fire sprinklers, if proposed.*

(b) *Life-Cycle Cost Analysis (LCCA). LCCA shall be prepared for review along with design development documents.*

(c) *Florida Energy Efficiency Code for Building Construction (FEEC). FEEC forms, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope, should be prepared for review along with the design development documents.*

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 235.32, 240.327, 255, 287.0935, 440, 442, 553.63, 553.64, 553.71, 553.79, Florida Statutes.

Inspectors and Inspections. The board shall ensure that all educational facilities, pre-K through grade twelve (12) and community colleges and ancillary plants meet the requirements of law, rule, state minimum building code, life safety codes, and these State Requirements which provide for enforcement of the life safety, health, sanitation and other standards as described. The board is authorized to employ qualified persons to enforce these requirements, to inspect facilities, and to provide for the inspection of its facilities by other certified persons or agencies.

(1) **Uniform Building Code Inspectors (UBCI).** Each board shall secure the services of a UBCI who shall be familiar with all construction documents and provide periodic inspections of the board's new construction, remodeling, renovation, relocatable, lease, lease-purchase, maintenance, repair and day-labor projects to determine compliance with the requirements of law, rule, code and these State Requirements, as described in the UBC. It is the board's responsibility to employ and/or discharge UBCI as necessary and to be responsible for their performance. The Department is responsible for training, issuing and/or revoking certificates. After January 1, 2001, the effective date of the Florida Building Code, the building code inspectors shall be certified under Chapter 468, F.S., process and requirements. After the effective date of the Florida Building Code, Sections (a) through (h) will not be applicable to building inspectors certified under Chapter 468, F.S.

(a) **Candidate Categories.** Candidates for new UBCI certification shall be at least one (1) of the following:

1. State-licensed contractor, construction superintendent, or project manager in an architectural, engineering, or construction (A/E/C) firm, with a minimum five (5) years of experience.
2. Local city or county building department general construction inspector or special inspector, with a minimum of five (5) years of experience. UBCI certification for building department special inspectors shall be in their specific area of expertise: structural roofing, mechanical, electrical, plumbing, or gas.
3. Building construction graduate, with a minimum of one (1) year of experience.
4. Graduate architect intern, with a minimum of one (1) year of experience.
5. Graduate engineer intern, with a minimum of one (1) year of experience. UBCI certification shall be in the specific area of expertise: civil, structural, mechanical, electrical, plumbing, or gas.
6. Registered architect or engineer.
7. State licensed sub-contractor, with a minimum of five (5) years of experience. UBCI certification shall be in the specific area of expertise: structural, roofing, mechanical, electrical, plumbing, or gas.

(b) **Application.** Qualified candidates shall submit an application form to the Department with a current resume, license, registration, and other pertinent information regarding the candidate's qualifications. The Office will review the information submitted and will admit qualified candidates to the next available training course.

(c) **Training and Exam.** Candidates shall successfully complete a UBCI training course and examination administered by the Department.

(d) **Statewide Certificate.** Candidates successfully completing the course and passing the

examination shall receive a statewide UBCI certificate to inspect board-owned educational facilities for compliance with the UBC. EXCEPTION: Design professionals and their employees shall not serve as the UBCI, nor shall they perform occupancy inspections on their own projects.

(e) **Renewal.** A UBCI certificate shall be issued to the candidate and shall be valid for three (3) years from the date of issue. The certificate shall be renewed, prior to expiration, by successfully completing one (1) of the following:

1. A thirty-two (32) hour UBCI training and certification course administered by the Department.
2. The equivalent of thirty-two (32) hours of training in Department preapproved courses, with a minimum of eight (8) hours in a UBC instruction administered by the Department.
3. EXCEPTION. Notwithstanding 2. above, inspectors shall attend the thirty-two (32) hour UBCI training and certification course, administered by the Department, at least once every six (6) years.

(f) **Revocation.** An administrator for a board may at any time, for cause, recommend in writing to the Department that a UBCI certificate be revoked. Upon recommendation, the Department shall review the charges and, if valid, shall revoke the certificate. The Department shall notify the certificate holder of the revocation and will notify all boards. Causes for revocation shall include, but not be limited to, the following:

1. Evidence of misleading or false information provided to the Department for the purpose of securing a UBCI certificate.
2. Conflict of interest.
3. Inaccurate, incomplete, or misleading inspection reports, job site records, and diaries.
4. Failure to perform, causing repeated delays in construction.
5. Failure to notify the owner when violations occur.
6. Evidence the UBCI has assumed the responsibility of the contractor or design professional.
7. Evidence the UBCI has pilfered material from the project.

(g) **Duties of the UBCI.** The board shall employ the UBCI to administer and enforce the provisions of the UBC. The UBCI shall not assume either the contractor's responsibility for construction nor the project architect or engineer's responsibility for contract administration. Duties, as assigned by the board, shall include, but not be limited to, the following:

1. Be familiar with construction documents prior to the start of construction.
2. Inspect the board's construction projects during the various stages of construction.
3. Keep on file in the administrator's office inspection reports for each project under construction.
4. Notify the immediate supervisor, in writing, if a condition or procedure is observed to be incompatible with the contract documents or the UBC.
5. Upon substantial completion, certify to the administrator that the project is ready for an occupancy inspection in accordance with the contract documents and the UBC.
6. *Coordinate the instruction of all appropriate facility staff on the operation of all life-safety features of the facility.*

(h) **EXCEPTION.** Persons who do not meet the requirements of the candidate categories may follow the application procedures and attend the training course for audit purposes. A certificate of

attendance will be issued upon successful completion of the course. The certificate of attendance does not allow the person to act as, or perform the duties of, a UBCI.

(2) **Threshold Building Inspectors.** The board shall require a qualified threshold inspector, who may be a consulting architect or engineer, the architect or engineer of record or a board employee, who is certified by the State of Florida, Department of Community Affairs, Board of Building Codes and Standards, to perform structural inspections on threshold buildings as required by Chapter 553, F.S. *Threshold buildings are greater than three (3) stories or fifty (50) feet in height, or contain an assembly space that exceeds five thousand (5000) square feet and has an occupant load of more than five hundred (500) persons.*

(3) **Architect/Engineer of Record (A/E of Record).** The A/E of record may not perform the UBCI inspections or final occupancy inspection on projects they designed. The A/E of record may provide verification of compliance with rules, statutes, and codes on non-occupancy projects such as roofing, paving, and replacement of equipment.

(4) **Other State or Local Agencies.** Other state or local agencies may inspect new construction or existing facilities when required by law; however, such inspections shall be in conformance with these State Requirements and the required codes. The board may authorize local government agency inspectors to inspect new construction or existing educational and ancillary facilities pursuant to Section 235.26(3), F.S. Any inspection by local inspectors shall be based on applicable federal and state laws, rules, building codes, life-safety codes and these "State Requirements for Educational Facilities." Leased property may be constructed and inspected using the state minimum building and life safety codes as provided in Chapter 553, F.S. Lease-purchase projects shall be constructed and inspected in accordance with these State Requirements. New construction and existing facilities may require additional inspections by other state agencies using rules as authorized by law, which include, but are not limited to, inspections for: elevators, on-site water and sewer, swimming pools, underground fuel storage tanks, work-place safety, kitchens, traffic control and roads, storm water runoff. Other state agencies having jurisdiction include, but are not limited to, the following:

(a) **Department of Children and Families (DCF).**
(b) **Department of Health (DOH).**
(c) **Department of Business and Professional Regulations (DBPR).**
(d) **Department of Environmental Protection (DEP).**
(e) **Department of Transportation (DOT).**
(f) **Department of Community Affairs (DCA).** Boards shall provide for the inspection of relocatable classrooms during construction, or ensure that pre-manufactured units have been inspected and certified by DCA-approved factory inspectors holding a current UBCI certification.
(f) **Department of Labor and Employment Security (DLES).**
(g) **Water Management District (WMD).**

(5) **Fire Safety Inspectors.** Fire safety inspectors shall be certified by the State of Florida, Department of Insurance, Division of State Fire Marshal. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased, or lease-purchased, receives an annual comprehensive fire safety inspection conducted by an inspector in conformance with Section 235.06, F.S., and that reports

include a plan of action and schedule for correction of deficiencies and are kept on file in board offices. The board shall withdraw a facility from use immediately if life threatening deficiencies are found.

(6) **Sanitation and Casualty Safety Inspectors (SCSI).** Each board shall secure the services of a SCSI who shall provide annual sanitation and casualty safety inspections of the board's existing facilities to determine compliance with the building, sanitation, and life safety codes. It is the board's responsibility to employ and/or discharge SCSIs as necessary and to be responsible for their performance. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive, sanitation, and casualty safety inspection conducted by an inspector in conformance with Section 235.06, F.S., and that reports are kept on file in board offices. Duties, as assigned by the board, shall include, but not be limited to, the following:

(a) **Annual Inspection**. Annually inspect the board's facilities for compliance with the state minimum building code and life safety codes for existing facilities

(b) **Maintain Records**. Keep a file in the administrator's office of inspection reports for each facility.

(c) **Non-Compliance Notification**. Notify the immediate supervisor, in writing, if a condition or procedure is observed to be incompatible with the state minimum building code and life safety codes and required standards.

(d) **Facility Operation**. Participate in the instruction of all concerned facility staff on the operation of all life-safety features of the facility.

(7) **Annual Inspections of Relocatables.** Annual inspections are required of all relocatable classrooms and those being used by students. Standards are included in SREF 5(2), Existing Relocatables. Inspection reports shall be filed with the board and posted in each relocatable.

(8) **Other Inspectors as Required by Code or Law**. Provide periodic inspections by certified inspectors of fire alarms, fire sprinklers, fire extinguishers, bleachers, and other equipment, as required by law, rule, or code.

See Rule 6-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.211, 235.26, 235.30, 235.32, 240.327, 255, 440, 442, 553.63, 553.64, 553.71(7), 553.79(5), 553.79(7), Florida Statutes.

Existing Facilities. This section is intended to provide for the safety, comfort, and health of occupants in existing educational, auxiliary, and ancillary facilities under a school board or a community college board of trustees' jurisdiction. Nothing in this section is intended to be more restrictive than a similar requirement for new construction. Each board shall establish policies and procedures for a comprehensive program of accessibility, safety, maintenance, and sanitation for the protection of occupants in its facilities. Board policies shall include procedures for withdrawal of sites and facilities from use until unsafe or unsanitary conditions are corrected.

(1) **Administration.** Boards shall adopt policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health and safety of occupants. Each board shall conduct at least one (1) fire safety, one (1) casualty safety, and one (1) sanitation inspection of each building of each educational and ancillary plant in its jurisdiction, whether owned or leased, each fiscal year, to determine compliance with this section. *The board should conduct a maintenance assessment concurrent with the annual fire, casualty, and sanitation inspections.*

(a) **Annual Fire Safety, Casualty Safety, and Sanitation Inspections.** Annual fire safety, casualty safety, and sanitation inspections on new construction, remodeling, or renovations shall begin one (1) year after the facility has been occupied. All board-owned, lease-purchased, and leased, permanent buildings, relocatable buildings, auxiliary and ancillary facilities and related sites shall be inspected annually to assess compliance with minimum life safety, casualty, and sanitation standards for existing facilities. In addition to school board annual inspections, the local fire control authority is required to inspect educational facilities within its fire control district. Inspectors for life safety shall inspect educational facilities using NFPA 101 Life Safety Code sections for Existing Educational Occupancy, Existing Assembly Occupancy, and appropriate existing occupancy sections for ancillary facilities.

1. **Annual Local Fire Control Inspections of All Buildings are Provided by Local Fire Authorities.** Local fire control authorities are required to inspect educational facilities within their fire control districts. Reports are required to be filed with the school board and the local site administrator. A schedule for correction of each deficiency shall be adopted by the board.
2. **Annual Fire safety, Casualty and Sanitation Inspection of All Property are Provided by the Board.** The Fire safety, casualty, and sanitation inspection reports required by Section 235.06, F.S. for all permanent and relocatable buildings, shall be submitted to the board by June 30 of each year. A plan for correction of each deficiency which includes cost estimates, shall be included in each report. The board shall adopt a plan and a schedule for the correction of each deficiency, and incorporate the plan in the annual update of the board's five-year work program. Serious life safety hazards require prompt corrective action by the board or withdrawal of the educational or ancillary facility from use until corrected. Serious life safety hazards include, but are not limited to non-functional fire alarm system, non-functional fire sprinkler system, doors with padlocks or other locks or devices which preclude egress at any time, inadequate exits, hazardous electrical system condition, potential structural failure, and storage conditions which can create a fire hazard. Other conditions may be identified as serious by the inspection authority. Casualty and sanitation inspections shall be performed by

persons proficient with applicable rules and standards. Fire safety inspectors shall be certified by the Division of State Fire Marshal.

a. The inspection report shall be approved by the board, which should forward one (1) copy of the completed inspection report to the person in charge of the facility and retain one (1) copy for its files. Each building of each facility should be accounted for on the inspection form.

b. Inspection reports shall be available for public review.

c. The board shall maintain with each yearly inspection report a list of corrected deficiencies from the prior fiscal year report.

(b) **Other Agencies.** Additional state and local agencies are authorized to inspect educational and ancillary facilities. Such agencies will require compliance with their rules and regulations. In the case of conflicting requirements, the more or most stringent shall apply, except that a specific requirement in the UBC applicable to the same condition shall prevail.

(c) **Existing BOR and D&B Facilities.** Existing BOR and D&B facilities are excluded from these State Requirements.

(d) **Maintenance and Operations of Existing Educational Facilities** . Existing educational facilities housing pre-K through grade twelve (12), auxiliary, vocational facilities, community colleges, and ancillary facilities shall comply with this section for maintenance and operation of existing educational facilities. Maintenance and operations activities shall be in compliance with the appropriate sections of these standards, building codes, SBC, NFPA 101 and other NFPA codes for existing educational facilities, OSHA, and other applicable state and federal laws, codes, and regulations.

(e) **Board Policies.** The board's policies and procedures for maintenance, safety, casualty, sanitation and housekeeping shall provide for program organization, financing, fiscal control, staffing, scheduling of work and evaluation, including the following:

1. A time table, priority listing, and funding for the correction of deficiencies found during the annual comprehensive safety inspection.
2. Communicable disease control programs in accordance with rules in DOH Chapter 64D-3 (formerly HRS Chapter 10D-3), F.A.C.
3. Provide work areas free from recognized hazards and conduct employee safety and health programs to comply with 29 CFR 1910 parts D through Z (OSHA).
4. Pest management programs in accordance with the EPA's Integrated Pest Management in Schools guidelines. Reference *Pest Control in the School Environment: Adapting Integrated Pest Management* (EPA Document 735-F-93-012, August 1993).
5. Compliance with all appropriate EPA and DEP hazardous waste regulations.
6. Occupied facilities shall be cleaned and serviced in accordance with an established schedule and prescribed methods.

a. Student-occupied areas, including interior places of assembly, classrooms and corridors, and all other areas designed for occupancy by more than two (2) persons, shall be cleaned daily. Administrative and faculty offices designed for single or double occupancy

shall be cleaned at least once per week.

b. Toilet rooms, food service areas, shower and locker rooms, and clinics shall be cleaned and sanitized daily using an appropriate germicidal or bacteriostatic cleaner.

c. Floor drains shall be sanitized and water flushed at least once per day.

d. Trash and waste containers shall be provided in all areas, sufficient in number, to handle the daily accumulation of trash. Containers shall be emptied daily and such trash stored in bins or containers in a central waste disposal area until removed from the facility.

e. Filters used in conjunction with HVAC equipment shall be kept clean, serviceable, orderly at all times, and sized to prevent unfiltered air from entering the air stream.

f. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times.

g. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be kept safe, serviceable and in good repair at all times. Custodial and maintenance supplies and equipment shall not be stored in mechanical and electrical rooms unless specifically designed for that purpose.

h. Each district shall develop a policy regarding animals on district property for security purposes or in school classrooms, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean.

(f) **Remodeling and Renovation.** Remodeling, renovation, and correction of deficiencies of existing educational, auxiliary, and ancillary facilities shall comply with the New Construction requirements found elsewhere in these State Requirements.

(g) **Returning Facilities to Use.** Any existing facility which has been removed from instructional use shall be inspected for deficiencies, and remodeled, renovated, or deficiencies corrected in accordance with the new construction requirements before returning it to instructional purposes.

(h) **Abandoned Facilities.** Board facilities no longer in use and abandoned, but still owned, shall be secured in such a manner as to prevent safety and sanitation hazards, unlawful entry, and undue vandalism from occurring.

(2) **EXISTING RELOCATABLE BUILDINGS**

(a) **Annual Inspection of Existing Property Required .** Additional inspections and standards are required for existing "satisfactory" relocatable classroom units.

1. **Board Provided Inspections of Relocatables.** Existing relocatable buildings, whether owned, leased, or lease-purchased, shall be inspected for compliance with the standards for existing "satisfactory" buildings. Annual inspection reports for all relocatables designed as classrooms or spaces intended for student occupancy, shall be filed. Corrections shall be adopted by the board. The inspection report for each relocatable shall be posted therein.

2. **Inventory/Date of Construction.** After July 1, 2001, each relocatable, whether owned, leased, or lease-purchased, shall be identified by an inventory number, which links the unit to a date of construction. "Satisfactory" relocatables shall comply with these standards for existing

relocatables. Where exact date cannot be determined, provide estimated date of construction of the facility. Owned and leased buildings shall be included in the inventory.

(b) **Standards for Existing "Satisfactory" Relocatable Classroom Buildings.** Existing relocatables, whether leased or owned, if constructed before the effective date of these rules, which meet the standards, shall be identified as "satisfactory" in the Florida Inventory of School Houses (FISH). After July 1, 2001, relocatables used as classrooms or spaces intended for student occupancy, which fail to meet the standards of this section shall not be reported as "satisfactory"and may not be used as classrooms After July 1, 2001, relocatables which have been in use at a school site for more than two (2) years where there is no identifiable permanent replacement facility under construction to house the students, and which fail to meet the standards of this section, shall not be reported as "satisfactory"and may not be used as classrooms. These buildings shall be included on a corrective action plan filed with the board and posted in each relocatable. The standards are as follows:

1. **Construction Type.** Relocatable units are of SBC Type V or Type IV (non-combustible), or Type VI (wood frame) construction as follows:
   a. **Non-combustible.** Type IV (non-combustible) construction is used where several relocatable units are joined under a single roof to create multi-classroom or other use spaces in excess of two thousand (2,000) square feet.
   b. **Wood Frame.** Type V or Type VI (wood frame) construction is used only for a single classroom unit of one thousand (1,000) gross square feet or less. Two (2) classroom units of Type V or Type VI construction may be joined together, if for a single use such as exceptional education, TAP, or science, provided the single classroom does not exceed two thousand (2,000) gross square feet, is without interior partitions (not including office, storage, and toilet), and has at least two (2) remotely located exit doors.
2. **Accessibility.** Relocatables shall comply with the Americans with Disabilities Act as modified by chapter 553 F.S.; the Florida Accessibility Code for Building Construction October 1997 edition. These standards can be obtained from the Florida Department of Community Affairs, Division of Building Codes and Standards. Where inspection reports identify otherwise satisfactory classroom relocatables not in compliance, the board shall develop a transition plan for achieving compliance, and post with the annual inspection report in the documents compartment.
3. **Sites/Master Plan.** After July 1, 2001, for sites where relocatables have been in use for more than two (2) years where there is no identifiable permanent replacement facility under construction to house the students or programs, campus master plans shall be developed indicating: the maximum design capacity of core facilities, the locations of relocatables, the locations of covered accessible walks, and related infrastructure.
   a. **Covered Walks.** After July 1, 2001, relocatables used as classrooms or spaces intended for student occupancy, including "modular schools," which have been in use at school sites for more than two (2) years shall be connected to the core facilities by covered accessible walkways. Where cost precludes compliance with this requirement within

stipulated time limits, a transition plan shall be included in the boards five (5) year work plan.

Exception: Temporary relocatables. The term "Temporary relocatable" means relocatables which are used for less than three years to provide temporary housing while permanent replacement classrooms and related facilities are under construction, renovation or remodeling. The term "temporary relocatable" does not apply to relocatables which have been located on a school site for more than two (2) years and used for classrooms or for student occupancy, where there is no identifiable permanent facility which is under construction, being remodeled, or renovated to house the students.

b. **Separation of Units.** Type V or Type VI (wood frame) relocatable units are separated from each other and any permanent buildings by sufficient distance, in each direction to prevent the spread of fire and located to allow access by emergency vehicles. The locations are determined jointly by the local fire fighting authority that services the site. Type IV (non-combustible) relocatables shall be separated as required by the state minimum building code.

c. **Minimum Setbacks**. The minimum setback for wood frame relocatable units is at least twenty-five (25) feet from a property line, unless a greater setback is required by local zoning. The minimum setback for Type IV (non-combustible) relocatables is as required by local zoning.

d. **Floodplain.** Relocatable units located in a one hundred (100) year floodplain shall have the finished floor at least twelve (12) inches above the base flood elevation and are anchored to resist buoyant forces, if applicable.

4. **Structure.** Structural integrity of relocatable is sound including roof, wall, foundations and floor systems.

   a. **Wind Uplift.** Wind uplift forces are countered by providing anchors from the roof to the walls, from the walls to the floor structure, and from the floor structure to the foundation.

   b. **Connections.** Connections are not damaged from movement, not rusted, and required nails or screw connectors are secure.

   c. **Foundations.** Foundations for relocatables shall meet the state minimum building code for wind uplift and overturn conditions, and load requirements for soil conditions as sited.

   d. **Foundation New Construction Standards Apply When Moved.** When relocatables are moved to a new location on a new site or on the same campus, new foundations shall comply with new construction requirements of the state minimum building code, and ASCE 7-98. Foundations and tie down or anchoring system plans shall be updated to meet wind uplift and overturn conditions, and soil conditions

   e. **Inspection.** The foundation and anchoring system have been inspected by a certified inspector and the inspection approval document is on file with the district.

   f. **Tie-downs.** Tie-downs from the foundations to the relocatable structure are not damaged or rusted. Relocatable units located in floodplain are anchored to resist buoyant forces, if applicable.

5. **Fire Retardant Wood.** Inspections of relocatables with roof structure constructed of fire retardant treated wood products, as allowed in Type IV (non-combustible) construction, shall include the condition of metals, including structural connectors for the walls, roof, foundations; electrical equipment, mechanical equipment, and fire alarms.
6. **Roofing/Moisture Protection.** Weatherproofing systems are intact; roofing, caulking/sealants at penetrations in walls, roofs, underside and sealers at windows/doors have not been damaged and remain watertight; holes and cracks have been sealed.
7. **Doors.** Doors in relocatable units shall be provided as follows:
   a. **Two Doors.** Single classroom units of Type V or Type VI (wood) construction shall have two (2) remotely located doors opening directly to the outside.
   b. **Door and Rescue Window.** Multi-classroom units of Type IV (non-combustible) construction have a primary exit door and an emergency rescue opening in each space occupied by ten (10) or more students, or by six (6) or more students for relocatables designed after October 18, 1994. (An emergency rescue opening is not required when there is a door opening directly to the outside.)
   c. **Door Swing.** Exit doors swing in the direction of exit travel.
   d. **Hardware.** Exit doors are equipped with a lockset, which is readily opened from the side from which egress is to be made; a threshold; heavy duty hinges; and closer which prevents slamming. Accessible hardware is provided on all doors in a standard classroom unit.
8. **Platform.** All exterior doors open onto a five (5) foot by five (5) foot platform which is level with the interior floor and connects with an accessible ramp or step equipped with handrails.
9. **Time-Out.** Time-out rooms, when provided, are equipped with doors which allow egress at all times in the event of an emergency. Locking devices on time-out rooms are discouraged, but if necessary, shall meet the requirements of new construction without exception.
10. **Operable Windows.** Classroom units have operable windows in at least one (1) wall equal to at least 5 percent of the floor area of the classroom.
    a. **Emergency Rescue.** Each multi-classroom unit of Type IV (non-combustible) construction has a single action operable window available for emergency rescue from each classroom or student occupied space.
    b. **Projections**. Walks, ramps, steps, and platforms are free of any awning, casement, or projecting windows.
11. **Finishes.** Finishes in single classroom units and multi-classroom buildings, including "modular schools" comply with the following:
    a. **Toilet Rooms.** Ceilings in toilet rooms are of moisture resistant materials. Walls in toilet rooms are finished with impervious materials to a minimum height of six (6) feet. Vinyl wall covering shall not be used in toilets. Floor and base in individual or group toilet rooms are impervious.
    b. **Classrooms.** Single classroom units and auxiliary area floors are covered with resilient materials or carpet and are kept in a clean and sanitary condition at all times.

c. **Time-Out.** Walls and ceilings in time-out rooms are finished with durable, vandal-resistant materials and are free of any loose or potentially hazardous materials.

12. **Fire Extinguisher.** At least one (1) appropriate fire extinguisher is provided, inspected and maintained in accordance with NFPA 10, in each relocatable classroom and in each classroom of multi-classroom units.
13. **Child Care/TAP.** Standard classroom units of Type VI (wood) construction housing birth to age three (3) children, including Teenage Parent Programs (TAP), are less than two thousand (2,000) gross square feet, and comply with additional safety requirements outlined in this section. If a residential-type kitchen is provided in these units, it shall include a residential range hood mechanically exhausted to the outside and a fire extinguisher located within ten (10) feet of the range.
14. **HVAC.** Heating/Ventilation/Air Conditioning system has been checked for: proper operation; maintains design temperatures of at least 78 degrees Fahrenheit in the summer and 68 degrees Fahrenheit in the winter; adequate humidity control is provided; filters have been cleaned; system provides fresh air; coils are clean; condensate line clean; air flow and air distribution system functional; outdoor intake clear of pollutant sources; and outdoor damper operating properly. Adverse indoor air quality indicators are not in evidence. There are no signs of mold or mildew on carpet, walls, in or around HVAC system or toilet rooms.
15. **Plumbing.** Plumbing systems and toilet rooms, where included, meet code requirements for connections to water and sewer, do not leak or drip, and are clean and sanitary.
16. **Electrical.** Electrical systems have been checked for damage, and operate properly. Technology systems, communication systems, life safety and emergency systems have been tested and operate properly.
    a. **Illumination.** Lighting fixtures shall maintained in a safe, secure, and operational condition at all times.
    b. **Emergency Lighting.** Each classroom and spaces used for student occupancy, is equipped with emergency lighting.
    c. **Technology.** After July 1, 2001, relocatables used as classrooms or spaces intended for student occupancy, which have been in use at school sites for more than two (2) years where there is no identifiable permanent replacement facility under construction to house the students, shall contain wiring and computer technologies for teaching and learning which are equivalent to and connect with the school's technology infrastructure in permanent classrooms.
17. **Firesafety Systems.** Firesafety systems and equipment have been inspected and certified as required by NFPA 72. These systems include fire alarms, fire extinguishers, smoke and heat detectors.
    a. **Heat and Smoke Detectors in Wood Construction.** In Type V and Type VI (wood) construction, heat or smoke detectors are installed in every classroom, unsupervised spaces, storage space, and custodial closet, and can activate the fire alarm.
    b. **Heat and Smoke Detectors in Non-Combustible Construction.** In Type IV (non-

combustible) construction, heat or smoke detectors are installed in storage and custodial closets, and can activate the fire alarm.

c. **Fire Alarm.** Each relocatable classroom, other student use spaces, and each multi-classroom unit shall be provided with approved fire alarm devices meeting all requirements for existing educational buildings as required by the fire safety code. The fire alarm in the permanent facility shall be audible from inside any relocatable located within 200 feet of a permanent building. Relocatables shall be sited for access to a pull station within 200 feet.

d. **Local Agency Inspection Report.** An inspection report is provided from the local fire control authority indicating that they have inspected each relocatable and have found that no serious life safety hazards exist which would preclude continued occupancy. The letter shall identify each relocatable by district inventory identification nomenclature and shall be posted therein.

18. **Abandoned or Warehoused Facilities.** Board facilities no longer in use which are abandoned or in storage but still owned, shall be secured in such a manner as to prevent safety hazards, unlawful entry, and undue vandalism from occurring. Abandoned or stored facilities returned to use shall be inspected and certified as meeting the standards for existing "satisfactory" relocatables prior to occupancy.

(3) Site. The site meets the following minimum safety, casualty, and sanitation requirements for landscaping, signage, fencing, etc., as applicable.

(a) Landscaping. The design and installation of landscaping on the site complies with the following minimum standards: (Landscaping does not include grassed areas.)

1. Areas are landscaped by the use of trees, shrubs, grass, ground cover, mulch, hedges, or boulders.

2. Recommend planted buffers or screening such as hedges, fences, walls, earth terms, and other landscaping to separate board-owned sites and adjacent sites.

3. Trees are healthy and disease free.

4. The site is free of any poisonous, toxic, and hazardous plants.

5. A program is in place to remove all invasive non-native plants, such as Punk tree (Melaleuca Quinquenervia), Brazilian Pepper (Schinus Terebinthifolius), Australian Pine (Casuarina equisetifolia), and Catclaw Mimosa (Mimosa Pigra).

6. Recommend paved parking areas have landscaped planter islands, traffic divider median strips perimeter landscape strips, and landscaping adjacent to the buildings served by the parking area.

7. Recommend water conservation policies be incorporated in landscape maintenance programs. Xeriscap landscaped areas do not require watering. Building landscaped areas which do require watering include a means of automatic or manual watering using gray water or other recycling techniques and th irrigation system is operational. Gray water, where used for landscape sprinkler systems, shall met Department of Health and Department of Environmental Protection water quality standards.

8. Trees and landscaped areas around the perimeter of buildings are maintained so as not to create blind spots or provide access to the roof. Trees are trimmed of dead, diseased, and broken branches.

9. Road intersection visibility, on or off site, is achieved by providing a clear sight line at intersections.

10. The site is free of broken glass, metal, trash, undergrowth, and any debris that constitutes a hazard or which encourages the harborage and concealment of pests.

11. The entire site is graded and drained to prevent washouts or an unintentional accumulation of standing

BEST COPY AVAILABLE

surface water and debris.

12. Washouts around buildings and entrance slabs are filled and stabilized to remove hazardous conditions and to prevent any further washout damage.

(b) Exterior Signage. Site signage complies with the following:

1. Permanent or temporary exterior site signage is provided.
2. Site signage does not create visual barriers at entrances, sidewalks, roads, or road intersections.
3. Accessible routes, including parking, building directories, building identification, and accessible entrances are marked by exterior signage in conformance with federal and state accessibility laws.
4. External illumination of signs complies with the National Electric Code (NEC).
5. A program is in place to have existing permanent and temporary free standing exterior signs certified by a design professional to withstand hurricane force winds. (Certification is on file in the district office.)
6. Wall mounted individual letters and signs are attached to the building in such a way so as to prevent removal, discourage climbing, and prevent building access.
7. Flag poles, pulleys, and ropes are in a safe and workable order.

(c) Fencing. Security/boundary fencing, when provided, complies with the following:

1. Play areas and athletic fields provide pedestrian egress at all times. One (1) gate will be provided to allow access of service equipment.
2. All kindergarten play areas are separately fenced.
3. Mechanical, plumbing, and electrical equipment, when exposed, are locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.
4. Special hazards (i.e., retention ponds whose depth exceeds one (1) foot, drainage ditches, canals highways and roads, on-site streets and parking, on-site sewage disposal plants, above-ground LP gas and fuel oil tanks, etc.) are locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.
5. District warehouse, maintenance, and bus compounds are locked and secured to prevent unauthorized access.
6. Only agricultural plots not contiguous to an educational facility site have barbed wire fencing, or existing barbed wire on an educational or ancillary site is six (6) feet or more above the ground. (No barbed wire shall not be installed on existing educational or ancillary sites).
7. Fencing and gates are constructed of non-flammable, non-electric, safe, durable, and low maintenance materials, and the barbs on chain link fencing are turned over.
8. Footings and foundations are protected from exposure and tripping hazards.
9. Fencing and gates are located so they do not provide access to roofs by unauthorized persons.

(d) Walks, Roads, Drives, and Parking Areas. Walks, roads, drives, and parking areas on educational and ancillary sites comply with the following:

1. Walks, roads, drives, and parking areas are paved.
2. Paved areas are bitumen or concrete surfaced.
3. Paved roads, drives, and parking areas are striped and maintained in a condition that defines the function of the area.
4. All paved areas have positive drainage.
5. All paved areas are clean and free of debris, broken, or hazardous paving.
6. Vehicular/Pedestrian Interface.
   a. Passenger drop-off/loading zones are as close to accessible entrance(s) as possible.
   b. A curb cut, or ramp with a warning strip marked in color and texture, or a walkway and street

BEST COPY AVAILABLE

at the same level, has been provided.

7. *Walks/Accessible Routes.*
   a. *The minimum clear width for major exterior accessible walks and primary connections between buildings is at least six (6) feet.*
   b. *The minimum clear width for secondary or minor exterior accessible walks is at least four (4) feet*
   c. *Building entrance(s) are connected by an accessible walk to all accessible parking and loading/drop-off zones.*
   d. *When provided, gutters and down spouts prevent storm water from pouring onto or draining across accessible walks.*
   e. *Soil, grass, or planting beds provide positive drainage away from accessible walk(s).*
   f. *When provided, drains, grates, drop inlets, catch basins, and other drainage elements are to the side of accessible walks.*
   g. *Curb cuts or ramps are out of the main flow of pedestrian traffic.*
   h. *Where existing ramps occur, and the rise is six (6) inches or less, at least one (1) accessible ramp with a maximum gradient of one-in-ten (1:10) is provided. [A rise greater than six (6) inches requires a ramp with a one-in-twelve (1:12) slope.]*
   i. *Walls, railings, or other physical barriers define and protect any vertical drop of more than eighteen (18) inches.*
   j. *Handrails for exterior ramps or steps in accessible walks are provided and allow for continuous grasp of the rail.*
8. *Roads and streets.*
   a. *Site access consists of a primary road and an emergency means of access. (Stabilized wide shoulders, unobstructed by plantings, signs, light poles, etc., of the primary road may satisfy the requirement for emergency means of access.)*
   b. *Fire fighting and other emergency equipment have free access to any part of the educational plant*
   c. *On-site driveways are restricted from completely encircling the school plant.*
   d. *Vehicular and pedestrian traffic are prevented from crossing each other on the site or, appropriate safety devices are provided where vehicular and pedestrian traffic cross.*
   e. *Service drives and loading docks on educational sites are located to minimize hazards to students or have appropriate safety devices to minimize hazards to students.*
9. *Bus Drives.*
   a. *The minimum width of an existing bus drive is fourteen (14) feet.*
   b. *The turning radius on educational and ancillary sites is forty-five (45) feet to the inside curb.*
   c. *The turning radius for turning off public access streets is sixty (60) feet to the inside curb.*
   d. *Bus drives and drop-off/pick-up areas are provided so that buses do not have to back up.*
   e. *Bus driveways and parent pick-up areas are separated, or appropriate safety devices are provided where bus drives and parent pick-up areas are not separated.*
10. *Vehicle parking areas.*
   a. *Vehicle parking areas are located so they can be easily supervised from the building or other vantage points.*
   b. *Parking areas comply with the minimum parking space requirements for the facility being inspected: Faculty and staff = one (1) space for each member; High schools = one (1) space for every ten (10) students above grade ten (10); Vocational schools = one (1) space for every two (2) students; Community colleges = one (1) space for every two (2) students. Visitor parking= appropriate spaces for the facility.*

BEST COPY AVAILABLE

c. *At least one (1) accessible parking space designated for the physically disabled is placed immediately adjacent to the main administrative area or other frequently used public spaces and the total number of accessible spaces are provided as follows:*

Required Accessible Parking Spaces	
Total Parking	*Required Accessible Spaces*
0 to 25	*1*
26-50	*2*
51-75	*3*
76-100	*4*
101-150	*5*
151-200	*6*
201-300	*7*
301-400	*8*
401-500	*9*
501-1,000	*2% of total*
over 1,000	*20 plus 1 for each 100 over 1,000*

d. *Parking spaces are separated from bus and parent drop-off/pick-up drives, or appropriate safety devices are provided where parking and drives are not separated.*

11. *Bicycle parking areas, when provided, are located for easy supervision from building windows, adjacent streets, or other vantage points. Bicycle parking is separated from vehicular areas.*

(e) *Lighting. Exterior light standards, guy wires, fixtures, and wiring for educational and ancillary facilities comply with the following:*

1. *When the facility is occupied after dark, security lighting is provided for:*
   a. *Auto, bus, and service drives and loading areas.*
   b. *Parking areas.*
   c. *Athletic complexes.*
   d. *Building perimeter.*
   e. *Covered and connector walks between buildings.*
   f. *Covered and connector walks between buildings and parking.*
2. *Parking area lighting standards and guy wires are located in landscaped islands or perimeter planting areas, or are equipped with suitable protection to eliminate potential hazards.*
3. *Parking and related areas are illuminated to an average maintained horizontal footcandle level as follows:*

BEST COPY AVAILABLE

a. Parking areas = one (1) footcandle
b. Covered and connector walks = one (1) footcandle
c. Parking entrances/exits = two (2) footcandles

4. Athletic playing field surfaces and exterior spectator seating areas are illuminated if for night-time use
5. Recessed doors and windows around the exterior perimeter of a building are illuminated at night when the facility is occupied and maintained in an observable condition. Building exteriors, perimeters, and entrances are illuminated as follows:
   a. Entrances = five (5) footcandles
   b. Building perimeters = one (1) footcandle
6. Exterior lighting poles and fixtures are grounded.
7. Motion detectors, photo cells, and time clocks are used to control night lighting systems to provide security and to maximize energy conservation.
8. All exterior lighting is shielded from adjacent properties.

(f) Transmission Line Right-of-Way. High-voltage transmission power line right-of-ways are kept free of activity and equipment which might impede power company access to the right-of-way.

(g) Stormwater Drainage. A storm water drainage system for the site is provided, is free of sand and debris and is maintained in an operational condition at all times.

(h) On-Site Wells and Sewage Systems.
1. On-site potable water system is in proper working order.
2. Samples of on-site treated and raw water have been taken monthly and tested for the purpose of bacteriological examination, the water supply has been determined to be safe, and the certificate is on file and available for inspection.
3. On-site sewage disposal system is in proper working order. The system has been tested monthly and proved to be functioning properly, and the certificate is on file and available for inspection.

(i) Playgrounds, Equipment, and Athletic Fields. Playgrounds, equipment, and athletic fields are maintained in a safe and acceptable condition for the intended function, using as a guideline appropriate sections of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission and the "ASTM/CPSC Playground Audit Guide," whenever possible.
1. Play areas and athletic fields are fenced and have at least one (1) gate to the exterior large enough to accommodate pedestrian egress and one (1) gate to the exterior large enough to accommodate service equipment access.
2. Pre-kindergarten, kindergarten, or day-care play areas are fenced, separated from other play areas, and have direct access from their related classrooms.
3. Playground equipment (backstops, swings, slides, etc.) are structurally sound, vermin proof (tires), and are free from jagged or sharp projections (concrete foundations, exposed nuts and bolts, braces, etc.).
4. The ground under playground equipment is resilient material, either unitary or loose-laid, that is maintained to prevent injury.
5. Direct access from the facility is provided to play areas and athletic fields without crossing roads, traffic lanes, or parking lots, or appropriate safety devices are provided where access crosses parking or drives.
6. Covered play areas, when provided, have positive drainage away from the center of the floor.
7. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts, when provided, have been inspected under the appropriate area of this section.
8. Accessibility is provided to playgrounds, equipment, athletic fields, and related facilities.

(j) On-Site Waste Burners. On-site waste burners, when permitted, are located at least one-hundred (100)

BEST COPY AVAILABLE

feet from any building, are equipped with a three-quarter (¾) inch mesh wire screen, and are used for burning paper and trash only.

(4) Concrete. Exposed concrete meets the following minimum safety, casualty, and sanitation requirements for structural members, light and flag poles, walks, drives, etc., including relocatables, as applicable.

(a) Structural Members. Concrete structural members, foundations, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.

(b) Concrete Furniture. Light and flag poles, benches, tables, planters, etc., are maintained in a safe condition and are free from hazards.

(c) Walks and Drives. Concrete walks, drives, loading docks, swimming pool decks, parking areas, etc., are maintained in a safe condition and are free from hazards.

(d) Stadiums and Bleachers. Structural members for stadiums and bleachers, including seats and related facilities, are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.

(5) Masonry. Exposed masonry meets the following minimum safety, casualty, and sanitation requirements for masonry veneers, framing, benches, tables, etc., including relocatables, as applicable.

(a) Masonry Veneers. Masonry veneers, walls, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.

(b) Stadiums and Bleachers. Masonry in stadiums and bleachers, including related facilities, are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.

(6) Metals. Structural steel and light gauge metal framing meets the following minimum safety, casualty, and sanitation requirements for structural members, framing, light and flag poles, benches, tables, etc., including relocatables, as applicable.

(a) Structural Steel. Structural steel members and light gauge metal framing for buildings are maintained in a safe condition and are free from hazards, including rust and loose fastenings.

(b) Light and Flag Poles. Light and flag poles, benches, tables, etc., are maintained in a safe condition and are free from hazards, including rust and loose fastenings.

(c) Parking Structures. Steel parking structures, covered walkways, etc., are maintained in a safe condition and are free from hazards.

(d) Stadiums and Bleachers. Structural members for stadiums and bleachers, including seats and related facilities are maintained in a safe condition and are free from hazards, including rust and loose fastenings. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.

(7) Wood. Structural wood, casework, and cabinets meet the following minimum safety, casualty, and sanitation requirements for structural members, framing, benches, tables, etc., including relocatables, as applicable.

(a) FRTW. Permanent educational facilities are free of fire-retardant treated wood, or appropriate safety measures, such as paint and preservatives, have been taken to protect the wood from deterioration and FRTW and fasteners are free of corrosion and deterioration.

(b) Structural Members. Wood columns, beams, joists, trusses, heavy timber construction, and other structural members are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood destroying insects.

(c) Handrails and Ramps. Miscellaneous blocking, trim, handrails, boardwalks, relocatable platforms

BEST COPY AVAILABLE

ramps, and steps, stage and gymnasium flooring, casework and cabinets, and paneling are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood- destroying insects.

(d) Chemical Treatment. Wood within eight (8) inches of concrete, masonry, or soil is protected against decay and termites by chemical treatment, termite shields, etc.

(e) Hurricane Tie-Downs. Wood structures have appropriate hurricane straps and tie-downs.

(f) Built-Ins and Casework. Built-ins and casework, including plastic laminates, are free of sharp corners, splinters, or any construction feature, such as protruding hardware, that would be hazardous to occupants and users.

(g) Wood Floors. Wood floors are free of loose or broken boards, holes, uneven projections, protruding nails, splinters, and other tripping hazards.

(8) Insulation and Moisture Protection. Insulation and moisture protection meet the following minimum safety, casualty, and sanitation requirements for roofing, fireproofing, firestopping, etc., including relocatables, as applicable.

(a) Thermal Insulation. Thermal insulation, when provided, must be visible for inspection in such spaces as an attic, crawl space, duct work, mechanical room, etc., and must be protected from the weather and held securely in place.

(b) Vapor Barriers. Vapor barriers, when provided, are visible for inspection in such spaces as an attic, crawl space, mechanical space, insulated duct, chilled water line, etc., located on the exterior side of thermal insulation, protected from the weather, and held securely in place.

(c) Roofing. Roofing systems, including flashing, gutters, roof drains, membrane, roof penetrations, etc., are watertight, held securely in place, free of debris, and maintained in a good condition.

1. Positive drainage is provided for all portions of the finished roof surface to the edge of the roof or to roof drains.

2. Roofs are maintained so that water does not pond.

3. Accessories such as flashing, gravel stops, drip edging, expansion joints, gutters, scuppers, and roof drains, when provided, are maintained in a good condition.

4. Structural members, including deck, beams, fascia, etc., are in good repair and structurally sound.

(9) Doors and Windows. Doors and windows meet the following minimum safety, casualty, and sanitation requirements, etc., including relocatables, as applicable.

(a) Doors and Windows. Doors and windows are maintained in an operable, safe and secure condition at all times and are free of splinters, sharp projections, broken glass, broken hardware, etc.

(b) Doors. Doors are positioned so that there is clear floor space on the pull side of the door adjacent to the latch and the floor on both the interior and exterior sides of a door are substantially level. All doors are operable from the inside by a single operation and without the use of tools.

1. Egress and Exit Doors. In buildings designed before October 18, 1994, egress doors and gates, regardless of use or location, swing in the direction of exit travel, except in rooms occupied by less than twenty (20) persons. In buildings designed on or after October 18, 1994, all rooms with an occupant load of six (6) or more have doors which swing in the direction of exit travel.

a. Doors are readily opened from the side from which egress is to be made.

b. Single egress doors are a minimum of twenty-eight (28) inches in width and a minimum of six (6) feet eight (8) inches in height. Doorways providing handicap accessibility have a minimum clear width of thirty-two (32) inches.

c. Doors opening into interior corridors are either recessed and hinged to swing ninety (90) degrees or not recessed and hinged to swing one-hundred eighty (180) degrees.

d. Where door closers are used, the sweep period is adjusted so that from an open position of ninety (90) degrees the door takes a minimum of twenty (20) seconds to move to a closed position.
e. Minimum force is required to release the latch and push the door open.
f. Doors are operable from the inside by a single operation and without the use of tools.
g. Egress doors in group toilet rooms swing out in the direction of exit and are operable from the inside at all times, even during nighttime lockdown.
h. Doors are free of any chain, padlock, bar, or other device which would render the door inoperable at any time.
i. Doors used as a secondary means of egress are accessible, operable from the side of egress, free of any blockage by furniture, and have a sign "EMERGENCY ESCAPE" adjacent to the opening.

2. Fire-Rated Doors. Fire-rated doors, frames, and hardware in corridors, stairwells, etc., are labeled with a permanently affixed, legible label located on the door and frame.
a. A pair of fire-rated doors, within a corridor, swinging in the same direction, have a fixed center jamb; or, the doors are equipped with a coordinator and an overlapping astragal.
b. Glazing in fire-rated doors is fire-rated glazing or wire glass set in a steel frame.
c. Carpet is discontinuous through fire-rated doorways and is separated by a non-combustible threshold; or, only Class I and II carpet is run under twenty (20) minute, Class C, or ClassB labeled door assemblies. (Note: Carpet shall not run under a Class A labeled door assembly and shall be separated by a non-combustible threshold.)
d. Fire-rated doors are self-closing and equipped with positive latching devices to hold them in a closed position.
e. Fire-rated doors, when provided with approved electro-magnetic hold-open devices, release the door within ten (10) seconds upon activation of the fire alarm or smoke detection system.

3. Smoke Stop Doors. Smoke stop doors are solid core wood, or equivalent, and are used to create a secondary means of egress from interior instructional spaces and to divide corridors into segments not to exceed three hundred (300) feet in aggregate length.
a. View panels are provided in smoke stop doors and are clear fire-rated glazing (including wire glass) mounted in steel frames.
b. Pairs of smoke stop doors across a corridor are arranged so that each leaf swings in a direction opposite from the other and each leaf in a pair of doors swings in a right-hand direction.
c. Smoke stop doors have a head, jamb, and sill clearance of not more than one-eighth (⅛) inch and are free of grills or louvers.
d. Stops are provided at the head and sides of door frames and frames are free of center mullions.
e. Smoke stop doors are free of locking devices and are held in the open position with approved devices which release the door within ten (10) seconds upon activation of the smoke detectors or fire alarm system.
f. A smoke detector is installed on each side of the door opening.
g. The free edge of all smoke doors, when in an open position, is protected so that they cannot be accidentally closed by hand.
h. Smoke stop barriers (walls and partitions) are continuous from wall to wall and from the floor through any concealed space in the corridor, such as a suspended ceiling, to the floor or roof deck above.

4. Special Function Doors. Special function doors comply with NFPA 101 and the following, (special function doors shall not be used as a means of egress):

a. Revolving Doors. Revolving doors have a side hinged exit door within ten (10) feet and within the same wall or have an emergency break-away feature.

b. Turnstiles. When used, turnstiles are placed to allow free access through a means of egress or have an emergency break-away feature.

c. Folding Doors and Folding Partitions. Where permanently mounted folding or movable partitions are used to divide a room into smaller spaces containing ten (10) or more persons, or six (6) or more persons in buildings designed on or after October 18, 1994, a separate exit from each space or a permanent full height five- (5) foot wide opening between the spaces shall be provided.

d. Shutters and Roll-Up Doors. Fire-resistance rated shutters and roll-up doors in fire-resistance rated walls are equipped with fusible links and an automatic self-closing device. In buildings designed on or after October 18, 1994, these doors are also equipped with a bottom sensing edge that will stop and reverse the door's travel when meeting an obstruction.

e. Overhead Doors. These doors, whether manual or power operated, are in good repair and operate as intended.

f. Power Operated Doors. When used, these doors are equipped with a manual opening device for use in the event of a power failure.

g. Darkroom Doors. In darkrooms with a capacity of ten (10) or more persons, a revolving darkroom door, if used, has a pop-out safety feature, and the room is equipped with a remotely located side-hinged door for secondary egress. (In darkrooms with a capacity of less than ten (10) people, a revolving darkroom door with a pop-out safety feature may be used as the primary means of egress.) Revolving darkroom doors with a pop-out safety feature are conspicuously labeled. In buildings designed on or after October 18, 1994, the requirements of this section apply to darkrooms with an occupancy of six (6) or more.

h. Overhead and Sliding Security Grills. Security grills remain secured in the fully open position during building occupancy.

i. Gates. Gates used to secure buildings or used for egress are side-hinged and readily opened from the side from which egress is to be made.

j. Screen and Storm Doors. Screen and storm doors on exits are hinged on the same side as the exit door and swing in the direction of exit travel.

k. Toilet Partition Doors. Each toilet stall has a door which can be latched from the inside, and doors on accessible toilet stalls are at least thirty-two (32) inches wide and swing out. Other stall doors may be less than thirty-two (32) inches and may swing in.

l. Vault Doors. Vault doors are equipped with emergency release hardware to allow egress from the inside at all times.

m. Walk-in Cooler and Freezer Doors. Doors are equipped with emergency release hardware to allow egress from the inside at all times.

5. Storefronts. Storefronts, including doors, should meet the following criteria:

a. Glazing contains a built-in horizontal safety guard between twenty-four (24) and thirty-six (36) inches above finished floor (AFF).

b. If a storefront is in the path of egress, all the doors are unlocked during periods of occupancy and at least one (1) door is identified and operable from the inside when the building is not normally occupied.

c. Non-rated glazed panels, within forty-eight (48) inches of a door where the bottom edge of the panel is below the top edge of the door, have tempered or safety glass or safety plastic.

d. Non-rated glazed panels beginning eighteen (18) inches or less from the floor, where the panel is

greater than nine (9) square feet in area, and there is a walking surface within thirty-six (36) inches of the panel, have tempered or safety glass or safety plastic.

6. Wood Doors. Wood doors are in good repair, free from safety hazards and operate as intended.
7. Plastic Doors. Plastic doors are in good repair, free from safety hazards and operate as intended.
8. Metal Doors. Metal and metal-clad doors are free of any sharp or protruding edges, are in good repair, free from safety hazards and operate as intended.

(c) Hardware. Doors and gates are equipped with hardware which allows egress at all times without assistance. (Projecting hardware on doors swinging into a means of egress is not considered an obstruction if the door opens flat against the wall.)

1. Unsafe Locking Devices. All doors are free of any padlock, chain, hasp, lock, deadbolt, or other device which would prevent free use of the door for egress at any time.
2. Special Function Door Locking Devices. Special function doors in a path of egress are equipped with emergency release hardware to allow egress from the inside at all times.
3. Panic Hardware. Panic release hardware is installed on exit doors serving spaces containing one hundred (100) or more persons.
4. Closers. Fire-rated doors and doors subject to wind exposure are equipped with closers.
5. Door Stops. Interior fire-rated doors with closers are free of any manual hold-open devices such as door stops, wedges, etc.
6. Locksets. All doors shall be equipped with locksets which are not lockable from inside the space EXCEPTION: Individual toilet rooms, except in pre-K through grade three (3), may be locked from the inside, and be equipped with privacy locks which are readily opened from the inside and which can be opened from the outside without a special tool.
7. Manual Hold-Open Devices. Manual hold-open devices are only used on exterior doors and in non fire resistance rated wall assemblies.
8. Electro-Magnetic Hold-Open Devices. Approved devices which release the door upon activation of the fire alarm system, approved automatic sprinkler system, heat detector, or smoke detector are installed on smoke doors and may be installed on fire-rated doors.
9. Security Hardware and Alarms. Door opening delay devices shall not be installed on egress and exit doors unless they are installed in such a manner that they will release instantly upon activation of the building fire alarm system and meet all of the other requirements of NFPA 101 5-2.1.6. Doors may contain alarms which sound when the door is opened.
10. Time-Out Rooms. Doors are readily opened from the inside at all times; and if time-out room doors are lockable, an electro-magnetic locking device meeting all the criteria established for new construction in the UBC has been installed; and, the door is free of any slide bolts, latches, or other similar locking device.
11. Accessible Hardware. Accessible door hardware, where installed, has a shape that is easy to grasp with one hand and can be opened without twisting of the wrist. (Lever operated, push-type, and "U" shaped hardware handles are acceptable designs.)
    a. Accessible hardware is installed on doors in all means of egress, in at least one (1) classroom in each grade level and program, and all auxiliary spaces.
    b. Doors leading to hazardous areas have knurled hardware.
12. Thresholds. All thresholds are secure, water tight, and free of sharp edges and tripping hazards.
    a. Exterior door thresholds are one-half (½) inch or less in height.
    b. Interior door thresholds are flush with the adjacent floor surfaces.
13. Doors requiring closers are equipped with operable closers to prevent slamming and have hack-check

devices to prevent uncontrolled openings. Doors subject to wind exposure are equipped with a door check or other suitable device to prevent slamming and uncontrolled openings.

(d) Glazing. Glazing is secured on all sides, is free of any loose or broken pieces, is in good repair, and complies with the following:

1. Fire-Rated Glazing. Fire-rated glazing material has a permanent stamp, mark, or manufacturers' label identifying the product and fire rating.

2. Hazardous Locations. Areas subject to human impact, and hazardous locations, shall be glazed with safety plastic, tempered glass, safety glass, or in fire-rated assemblies, impact-resistant fire-rated glazing material. The following are specific hazardous locations for the purpose of glazing:

a. Fire-rated doors have wire glass or fire-rated glazing.

b. Fire-rated glazed panels have wire glass or fire-rated glazing.

c. Non-rated doors, whether swinging, sliding, rolling, etc., have tempered or safety glass or safety plastic.

d. Non-rated glazed panels, within forty-eight (48) inches of a door where the bottom edge of the panel is below the top edge of the door, have tempered or safety glass or safety plastic.

e. Non-rated glazed panels beginning eighteen (18) inches or less from the floor, where the panel is greater than nine (9) square feet in area, and there is a walking surface within thirty-six (36) inches of the panel, have tempered or safety glass or safety plastic.

f. Non-rated display and trophy cabinets, and casework, have tempered or safety glass or safety plastic. Mirrors, such as those located in dance studios, labs, and weight rooms, are tempered or safety glass, safety plastic, or stainless steel.

g. Glazed access panels, when provided in lockable fire hose and fire blanket cabinets, are four (4) inches by five (5) inches, or less, of breakable glass.

h. Glazed panels, when provided in non-rated and non-lockable fire hose, fire extinguisher, and fire blanket cabinets, have tempered or safety glass, or safety plastic.

i. Enclosures for whirlpools, saunas, steam rooms, and showers have tempered or safety glass or safety plastic.

3. Glazed panels are subdivided by built-in vertical and horizontal members and contain a built-in horizontal guard between twenty-four (24) and thirty-six (36) inches AFF.

4. Other interior glazing, such as glass block, glass railings, sloped glass, and float glass are secure, free of sharp or broken pieces, and maintained in a safe condition.

5. Wire glass and fire-rated glazing installed in fire-rated and smoke stop doors is set in steel frames.

6. Glazed panels in one- (1) hour and one-half (½) hour fire-resistance rated walls and partitions are limited to either one-quarter (¼) inch thick wired glass or one-quarter (¼) inch thick fire rated glazing material installed in steel frames or labeled glass block panels installed in steel channels. Glazed panel sizes are as follows:

a. The glazing is one thousand two hundred ninety-six (1,296) square inches or less, with no dimension greater than fifty-four (54) inches.

b. The glass block is one hundred twenty (120) square feet or less with no dimension greater than twelve (12) feet.

c. The glazing or block is twenty-five (25) percent or less of the wall area containing the glazing, or block, as viewed from inside the space.

7. Areas of exterior glazing are maintained in a safe and secure manner and are free of loose or broken pieces.

(e) Windows. Windows, when provided for natural light, ventilation, access panels, emergency access, emergency

BEST COPY AVAILABLE

rescue, and secondary means of egress are maintained in an operable, safe and secure condition and are free of any loose or broken pieces. Projecting and awning windows with sharp or protruding corners, below door head height, if in or adjacent to a corridor or walkway, are rendered safe and secure.

(f) Emergency Access Openings. Exterior walls accessible to emergency vehicles have emergency access openings every fifty (50) lineal feet around the perimeter of the building on each floor level. (Where a large single use space, such as a gym, has doors or windows leading directly to the exterior, emergency access openings are not required.)

1. *The openings are a minimum of twenty-eight (28) inches wide by forty-two (42) inches in height with the bottom of the opening forty-four (44) inches or less, AFF.*
2. *In buildings equipped with an approved automatic sprinkler system, emergency access openings are spaced two hundred (200) lineal feet or less apart.*

(g) Emergency Rescue Openings (Secondary Means of Egress). In non-sprinklered buildings, every instructional space, and other spaces normally subject to student occupancy of ten (10) or more, has at least one (1) window, panel, or door leading to the exterior or a separate atmosphere. For buildings designed after October 18, 1994, the emergency rescue opening is provided in rooms over two hundred and fifty (250) square feet and normally subject to student occupancy, as required by NFPA 101. Secondary means of egress/emergency rescue openings are identified by permanently mounted signs indicating either "EMERGENCY ESCAPE" or "EMERGENCY RESCUE - KEEP AREA CLEAR" and secondary means of egress/emergency rescue is provided by one of the following:

1. *A window or panel with a clear opening a minimum of twenty (20) inches wide by twenty-four (24) inches in height with the bottom of the opening not more than forty-four (44) inches above the finished floor, or minimum of thirty-two (32) inches wide by forty-eight (48) inches in height with the bottom of the opening not more than thirty-two (32) inches above the finished floor for buildings designed on or after October 18, 1994.*
   a. *Windows and panels are operable from the inside by a single operation and without the use of tools.*
   b. *The window or panel latching device is mounted not more than fifty-four (54) inches above the finished floor, or not more than forty-eight (48) inches above the finished floor for building designed after October 18, 1994.*
   c. *If a security screen or grill is installed on the window or panel, it is operable from the inside by a single operation and without the use of tools and the release device is readily identifiable and accessible.*
2. *A side-hinged door a minimum of twenty-eight (28) inches wide and six (6) feet eight (8) inches tall opening directly to the exterior at ground level. Doorways providing handicap accessibility have a minimum clear width of thirty-two (32) inches.*
3. *Interior instructional spaces are provided with side-hinged or double acting communicating doors providing a secondary means of egress/emergency rescue complying with the following:*
   a. *The doors are free of any locking device.*
   b. *Access to the exterior, separated exit corridors, a separate atmosphere, or to at least one enclosed exit stair is provided.*
   c. *The travel distance from the instructional space to the exterior is one hundred fifty (150) feet or less in unsprinklered buildings and two hundred (200) feet or less in sprinkled buildings.*
   d. *An illuminated exit sign is permanently mounted at the head of each side-hinged door indicating the direction of exit travel.*
   e. *A sign indicating "EMERGENCY ESCAPE" or "EMERGENCY EGRESS - KEEP*

AREA CLEAR" is mounted on each side of the double-acting communicating door.

(10) Finishes. Finishes meet the following minimum safety, casualty, and sanitation requirements for interior and exterior wall, ceiling, and floor finish materials, etc., including relocatables, as applicable. (Finish materials are permanently affixed to an educational and ancillary facility and include interior movable walls and partitions.)

(a) Interior Finish General Requirements. Educational and ancillary facilities are free of any interior finish material shown by test or known to present a safety or health hazard due to its flammability or the character of the products of decomposition.

1. Wall or ceiling finishes are free of textile materials, including carpet, having a napped, tufted, looped woven, non-woven, or similar surface.
2. Wall or ceiling finishes are free of cellular or foamed plastic materials.
3. Window, blackout, and stage curtain materials are flameproof or have been treated periodically, as specified by the manufacturer, to renew the flame retardant properties, have a label verifying flame proofing, and have been kept clean and dust free.
4. Interior finishes, including interior plywood paneling, which have a higher flame-spread rating than permitted, must be rendered safe by the application of fire-retardant paint, coating or penetrant.
5. Furnishing or decorations are in compliance with NFPA 101.

(b) Ceilings. The minimum ceiling height is such that ceiling fans, light fixtures, HVAC equipment, fire system, and life safety equipment will not endanger, or be disabled by, the occupants.

1. Exterior ceilings and soffits, ceilings in group toilet rooms, kitchens, shower and locker rooms, boiler electrical, and mechanical rooms are of a solid, moisture-resistance material. EXCEPTION: Community college and ancillary group toilet rooms may have suspended lay-in type ceilings of a moisture-resistant material.
2. If a ceiling is provided at a platform or stage, it is of a solid material and free of any suspended lay-in type ceilings.
3. Ceiling finish is free of any carpet.
4. Where a fire-rated ceiling is required, such as in corridors, means of egress, and stairs, a fire-rated solid type ceiling or a fire-rated suspended lay-in type ceiling has been used.

(c) Walls.

1. Fire-resistance rated walls are continuous from the floor to the floor or roof deck above, or terminate at a fire-rated deck below the roof deck or floor deck. Fire walls extend from the foundation through the roof.
2. Toilet partitions and toilet room walls, shower partitions and shower room walls, kitchen, food preparation, scullery and can-wash room walls are finished with dense non-absorbent and non-corrosive materials having a smooth impervious surface.

(d) Floors. Floor finish materials are permanently affixed to an educational or ancillary facility and comply with the following:

1. All interior floors are non-slip and exposed concrete floors are sealed against dusting.
2. Interior floors have surfaces which are even and substantially level.
3. Interior and exterior means of egress have floor surfaces which are even, substantially level, and free from irregularities, except for tactile warnings.
4. Floors in toilet rooms, locker rooms, shower rooms, drying areas, kitchens, food preparation, scullery, can-wash, and other floors, which may become slippery when wet, have a non-slip impervious surface.
5. Ramps and stairs are finished with a non-slip surface.
6. Carpet running under a fire-rated door is separated by a flat non-combustible threshold, or Class I and

Class II carpet is run continuous through all but Class A (3-hour) fire-rated openings,and the original carpet certification is on file and available for inspection.

7. *Art rooms, vocational shops, industrial arts shops, gymnasium exercise rooms, auditoriums with fixed seats (beneath seating areas only), mechanical rooms, storage rooms, and ancillary facilities where activities involved make the use of other floor materials impractical, have integrally hardened and sealed concrete floors.*
8. *Individual toilet room floors and base are seamless, non-slip, and impervious.*
9. *Clinics and food service areas have floor finishes that can be cleaned daily with a germicidal cleaner*

(e) Acoustics. Each interior instructional space is acoustically treated to control reverberation, echo, or excessive deadness.

1. *Occupied spaces are free of mechanical equipment vibrations and noises.*
2. *Special acoustical attention has been given to areas of high noise generation such as:*
   a. *Mechanical rooms.*
   b. *Auditoriums, theaters, and places of assembly.*
   c. *Music instruction rooms.*
   d. *Broadcast studios.*
   e. *Shops.*
   f. *Spaces for speech and hearing impaired instruction.*
   g. *Administrative and guidance suites.*
   h. *Exterior traffic noises.*

(11) Specialties. Specialties meet the following minimum safety, casualty, and sanitation requirements for special safety requirements, fixed instructional aids, informational aids, etc., including relocatables, as applicable.

(a) General Safety Requirements. Existing facilities are in compliance with the special safety provisions, means of egress, separation of spaces, and other requirements found herein.

1. *Rooms used for pre-K through grade one (1) are not located above or below the level of exit discharge. Rooms used for grade two (2) students are not located more than one (1) story above the level of exit discharge.*
2. *Platforms, corridors, floors, and loading docks eighteen (18) inches or more above the ground, and designated machinery have bright yellow safety lines, four (4) inches wide, painted on the exposed edge or floor.*
3. *Hazardous work and storage areas are identified by appropriate caution signs. Means of egress capacity, accessibility, directional and exit, room numbers and names, and evacuation routes are identified with appropriate signage.*
4. *Interior corridors and stairwells are free of piping systems for flammable liquids or gases.*

(b) Potential Hazards. Uninsulated heating pipes, window projections, protruding sharp corners, or other potential hazards are at least six (6) feet eight (8) inches AFF or are rendered safe by padding, signage, limited access, or other means. (Audio/visual aids in classrooms may be mounted below six (6) feet eight (8) inches provided they are marked and padded in accordance with accepted safety standards.)

(c) Means of Egress. Every building and space has sufficient exits so arranged to provide safe egress for occupants and every occupied space is maintained and operated so as to permit prompt egress in case of fire or emergency.

1. *Handrails on stairs and ramps project three and one-half (3½) inches or less inside the measured width on each side of a means of egress.*
2. *The clear width of a means of egress is free of any pipes, lockers, planters, water fountains, fire hose cabinets or other projections.*

3. *All required means of egress at the level of exit discharge lead directly to a street or yard area of safety.*
4. *Every floor of every building has a minimum of two (2) separate exits as remote from each other as practicable.*
5. *Every classroom and space normally subject to student occupancy, except in fully sprinklered buildings has at least one (1) window or door to the exterior and the window or door is operable from the inside without the use of tools, and every classroom or space normally subject to student occupancy has at least one (1) door opening directly to the exterior or a protected interior means of egress of an estimated one half (½) hour rating. (For small rooms serving as adjunct facilities to a larger room, where occupants of the small room are part of the group of the larger room, the occupants of the smaller room may exit through the larger room.) EXCEPTION: Under the NFPA principle of "Equivalency Concept" referred to in NFPA 101 Section 1-5, an alternative method of exiting interior classrooms (where existing classrooms are surrounded by existing corridors), in lieu of full fire sprinklering, classrooms shall have two (2) doors at opposite ends of each classroom exiting into separate smoke compartments in a smoke-proof corridor. Opposite swinging smoke doors in smoke partitions within the corridor provide the separation between the exits from each classroom. Smoke doors are held in the open position by electro-magnetic devices which release the doors when smoke detectors activate the fire alarm system. All doors in the corridor have closers, no door stops or other uncontrolled openings in the corridor wall are allowed, and signage clearly identifies separate egress paths from each classroom.*
6. *Exits are maintained so that the total length of travel from any point in the building (including places of assembly) to reach an exit is one hundred fifty (150) feet or less; or in a building equipped with a fully automatic fire sprinkler system, the travel distance to an exit is two-hundred (200) feet or less. Exit distance is measured along the path of natural travel.*
7. *Open mezzanines within a space exit through that space to the exterior.*
8. *Every corridor, aisle, balcony and other means of egress to exits and exit discharge is in accordance with the following:*
   a. *Corridors are arranged so that each end leads to an exit and is without pockets or dead end more than twenty (20) feet in length.*
   b. *The clear width of all interior corridors are maintained and are at least six (6) feet in width.*
   c. *Hallway widths in office or service areas are maintained and are at least forty-four (44) inches in width and fifty (50) feet or less in length.*
   d. *Where programs accommodate the physically disabled, there is a minimum of one (1) foot of blank wall space on the lockset side of doors.*
   e. *Interior corridors, including contiguous dead-end and cross corridors, are divided into sections three hundred (300) feet or less in length by walls with smoke stop doors.*
9. *Exterior (open) corridors or balconies serving as a required means of exit are open to the outside air and are enclosed only by a guardrail or balustrade.*
   a. *Balconies have guardrails or balustrades a minimum of forty-two (42) inches high with balusters spaced six (6) inches or less apart and a bottom rail spaced two (2) inches or less AFF. In facilities designed on or after October 18, 1994, balusters are spaced four (4) inches or less apart.*
   b. *The facility has stairs or exits from each exterior corridor and balcony to ground and are kept free so that an exit is available in either direction from the door of an individual room or space.*
   c. *Floors of balconies, exterior corridors, and stairs are solid, without openings, and floors of balconies and exterior corridors have a positive slope for drainage.*

d. Stairs and that part of a balcony serving as a required means of egress are roofed.

e. The minimum clear width of exterior corridors and balconies is maintained at a minimum of sixty (60) inches.

10. All exit ramps are at least forty-four (44) inches wide, the space under ramps in an exit enclosure is kept free of any storage or other purpose, and the surface finish of ramps is non-slip.

11. See "Assembly Occupancies" for means of egress requirements for spaces occupied by more than fifty (50).

(d) Interior Stairs, Exterior Stairs and Smoke-Proof Towers. Interior stairs, exterior stairs and smoke-proof towers are maintained in a safe and secure condition at all times and are free of any loose or broken treads or risers.

1. Treads are maintained in a uniform depth and risers are maintained in a uniform height in any flight of stairs and treads; landings and risers are solid.

2. Differences in floor elevations which require less than three (3) risers are ramped.

3. The maximum difference in floor elevation at doorways in a path of egress is one-half (1/2) inch or less

4. The minimum clear width of stairways serving as a required means of egress is maintained at a minimum of forty-four (44) inches.

5. All interior stairways are enclosed and open directly to the exterior or into a protected vestibule or corridor that opens to the exterior. (Stairways need not be enclosed when serving only one (1) adjacent floor and not connected to a corridor or other stairways serving other floors. Stairways leading directly to an open mezzanine need not be enclosed.)

6. The open space beneath a required stair is free of a closet, storage, or any other purpose.

7. Exterior (open) stairs and ramps serving as required means of egress are roofed and are enclosed only by a handrail or balustrade and openings within fifteen (15) feet of the stairway are protected by fire doors, fire-rated glazing, or fixed labeled wire glass. For existing facilities constructed after April 28, 1997, exterior stairs are required to provide protection on the walls for ten (10) feet horizontally and vertically."

8. Handrails at least thirty-four (34) inches to thirty-eight (38) inches in height are provided on both sides of required stairs and ramps.

a. Any stair eighty-eight (88) inches or more in width has intermediate handrails.

b. Non-required stairs less than forty-four (44) inches in width and stage steps have a minimum of one handrail.

c. Handrails are maintained in a safe and secure condition at all times and are capable of supporting a human impact applied at any point and in any direction.

d. Handrails allow for continuous grasp of the rail.

9. Doors separating enclosed stairways from egress corridors are self-closing fire doors and swing in the direction of travel, and doors held open with approved devices release the door within ten (10) seconds upon activation of the fire alarm.

10. Balconies open to the outside air connect smoke proof towers to the permanent building.

a. Stairways are completely enclosed by non-combustible materials, and walls separating the enclosure from the building are free of any openings.

b. Access to smoke-proof towers is provided from every floor by vestibules or balconies, and balconies or vestibules have guardrails.

c. Wall openings in exposed balconies or vestibules are protected from fire exposure.

11. Fire escape stairs, where existing, constitute fifty (50) percent or less of the required exit capacity and are maintained in a safe and secure condition at all times.

(e) *Separation of Spaces.*

1. *Separate storage space is provided for flammable, poisonous, hazardous materials, liquids, and equipment powered by internal combustion engines and their fuels and these spaces are enclosed to prevent the spread of fire and smoke and open to the exterior only.*
2. *Interior vertical openings such as stairways, elevator shafts, light and ventilator shafts or chutes between floors are enclosed or protected to prevent the spread of fire and smoke and are maintained in their original fire- and smoke-tight condition.*
3. *Hazardous areas such as boiler rooms and kitchens are enclosed to prevent the spread of fire and smoke and are maintained in a fire- and smoke-tight condition.*
4. *Openings in walls or ceilings which were designed with a fire-resistant rated construction to prevent the spread of fire or smoke have fire doors and assemblies (frame, closer, hardware) and fire-rated glass assemblies (wire or fire-rated glass in steel frames) consistent with the fire-rating and maintained to prevent the spread of fire or smoke. Penetrations in fire-resistant rated construction are sealed with approved materials and methods to maintain original fire- and smoke-tight condition.*

(f) *Firestopping. Any concealed space, such as chases, attics, and crawl spaces, or other vertical or horizontal openings between floors in which exposed materials are combustible, are firestopped and provided with heat detectors, or the space is provided with automatic fire sprinklers.*

(g) *Fire Sprinklers. Each automatic fire sprinkler system, when provided, is of a standard approved type so maintained as to provide complete coverage for all portions of the areas to be protected, and the system is tested and maintained to be operable at all times, and the current inspection certificate is on file and available for review.*

(h) *Fire Alarms and Heat or Smoke Detectors. Fire alarms and heat or smoke detectors are provided and are maintained in an operable condition at all times and the current inspection certificate is on file and available for review.*

(i) *Chalkboards. Chalkboards, tackboards, map rails, and trays are provided in instructional spaces and wherever provided, are maintained in safe, secure, and usable condition.*

(j) *Toilet Partitions. Toilet compartments, partitions, and doors are at least five (5) feet high and are finished with non-corrosive impervious materials.*

(k) *Pest Control. Pest control and termite protection of buildings and grounds is provided in accordance with health department regulations and certificates are on file and available for inspection.*

(l) *Interior Signage. Interior signage and graphics comply with the following (exterior signage complies with requirements found elsewhere in these State Requirements):*

1. *Permanent and temporary interior signage is uniform in color, height, size, and graphics.*
2. *Interior signage includes the following:*
   a. *Emergency rescue openings; "EMERGENCY RESCUE - KEEP AREA CLEAR."*
   b. *Secondary means of egress/emergency egress openings; "EMERGENCY ESCAPE" or "EMERGENCY EGRESS - KEEP AREA CLEAR."*
   c. *Capacity signs in each instructional and assembly space with a capacity of fifty (50) or more occupants. The signs are mounted adjacent to the main entrance door.*
   d. *Room numbers and names are provided for each space.*
   e. *Illuminated exit and directional signs as appropriate.*
   f. *Signs indicating accessible access routes, entrances, and rooms within a building.*
   g. *A graphic diagram of primary and secondary evacuation routes is posted adjacent to the primary exit door from each student-occupied space. The diagram clearly indicates, by contrasting color and number, the primary and secondary route of evacuation. (If an exit door from a self*

contained classroom opens directly to the exterior, a diagram is not required)

3. *In educational facilities that house pre-k through grade three (3), including auxiliary spaces used by these students, signage is mounted at a maximum height of forty-two (42) inches AFF on the latch side of doors and contains raised and braille characters and the international accessibility symbol.*
4. *In educational facilities that house grade four (4) and above, auxiliary facilities [not used by prek through grade three (3) students], community colleges, vocational centers, ancillary facilities, and other facilities primarily used by adults, signage is mounted at sixty (60) inches AFF on the latch side of doors and contains raised and braille characters and the international accessibility symbol.*
5. *Internal illumination of signs, including exit signs, is maintained.*
6. *Wall mounted signs and graphics are attached to the building in such a way so as to discourage vandalism.*

(m) Fire Protection Cabinets. Fire hose, fire blanket, and fire extinguisher cabinets have glazed panels of tempered glass, safety glass, or safety plastic.

(n) Demountable Partitions. Demountable partitions and other wall systems designed to be disassembled, moved, and reassembled are maintained in a safe and secure condition at all times.

(o) Storage Shelving. Shelving is free of any sharp corners, splinters, or any construction feature that would be hazardous to the occupants, and is constructed to carry the loads imposed.

1. *Shelving in science, lab, and shop storage rooms, and other places which may contain hazardous materials has a one-half (1/2) inch lip on the front edge of each shelf and is constructed of non-corrosive material.*
2. *Custodial, maintenance, and paint storage areas have shelves constructed of non-corrosive and non combustible materials.*

(p) Toilet and Bath Accessories. Toilet and bath accessories, including grab bars, paper and soap dispensers, napkin disposal units, shelving, mirrors, and changing tables, when provided, are maintained in a safe and secure condition at all times.

(12) Equipment. Equipment meets the following minimum safety, casualty, and sanitation requirements for instructional, health, sanitation, safety, recreational, and operational features, etc., including relocatables, as applicable.

(a) Fire Extinguishers and Fire Blankets. Fire extinguishers and fire blankets are provided as follows (Class ABC extinguishers may be used for all types of fires classified as A, B, or C except as modified below):

1. *Fire extinguishers and fire blankets are placed in locations which are readily accessible and suitable for the hazard present and are readily visible.*
2. *Extinguishers and blankets are on hangers or brackets, shelves, or cabinets so that the top of the extinguisher or blanket is five (5) feet or less AFF. [Objects projecting more than four (4) inches from the wall comply with state and federal accessibility requirements.]*
3. *Throughout an educational facility, Class A fire extinguishers are located so that the travel distance from any point in the facility to an extinguisher is seventy-five (75) feet or less.*
4. *Class A fire extinguishers of at least 4-A capacity are installed in spaces where wood and paper are stored, such as woodworking shops and storerooms, and in each portable/relocatable classroom.*
5. *Class B fire extinguishers of at least 20-B:C capacity are installed in spaces where flammable liquids are stored, such as science labs, auto shops, boiler rooms, duplicating stations, and bulk storage of paints; and extinguishers are located so that the travel distance from any point in the space to an extinguisher is fifty (50) feet or less.*
6. *Alkaline dry chemical extinguishers, such as sodium bicarbonate or potassium bicarbonate, are*

installed within fifteen (15) feet of cooking equipment in kitchens, home economics labs, teacher lounges, classrooms, etc.

7. *Class C fire extinguishers of at least 20-B:C capacity are installed in locations where electrical devices are likely to overheat, such as electronic labs and equipment rooms.*
8. *Extinguishers remain fully charged and operable at all times and are tagged to indicate compliance including the date of inspection.*
9. *Fire extinguishers are readily accessible at all times. (Fire extinguishers may be located inside student-occupied spaces provided they are located adjacent to the primary exit door, the door remains unlocked when the facility is occupied, and a permanently affixed sign, with a red background and white letters reading "FIRE EXTINGUISHER INSIDE" is placed on the outside adjacent to the door.)*
10. *Fire blankets are located in each laboratory and each shop where a personal fire hazard may exist.*

(b) *Vault Doors and Security Systems. If a vault or security system is provided, vault doors and facility exit doors are operable from the inside at all times without the use of special keys, tools, or equipment.*

(c) *Incinerators. Existing on-site incinerators and waste burners are equipped with a wire screen stack guards, are used for burning paper and trash only, and are maintained in a safe and secure condition at all times.*

(d) *Waste Compactors and Destructors. Waste compactors and destructors at educational facilities are accessible for maintenance and sanitation, and fenced or otherwise made inaccessible to students.*

(e) *Waste Chutes and Collectors. Waste chutes and collectors, including dumpsters, are accessible for maintenance and sanitation and fenced or otherwise made inaccessible to students, and collectors and dumpsters are located on a concrete slab.*

(f) *Residential Appliances. Residential-type appliances, such as stoves, hoods, refrigerators, washers, dryers ovens, and unit kitchens when used in classrooms, labs, lounges, and shops, are maintained in a safe and secure condition at all times.*

(g) *Built-In Cabinets and Casework. Cabinets and casework, such as in kitchens, toilets, classrooms, etc, are accessible, free of hazards, and maintained in a safe and secure condition at all times.*

(h) *Athletic and Playground Equipment. Athletic and playground equipment, supports, and foundations are maintained to be firm, stable, and free of sharp edges and corners, splinters and pockets or crevices where water will collect or where vermin and pests may hide.*

(i) *Shooting Range. Shooting range equipment is maintained in conformance with manufacturers' specifications to minimize hazards to occupants and users, and indoor shooting ranges have fresh air intake and positive exhaust of noxious fumes to the outside.*

(13) *Furnishings. Furnishings meet the following minimum safety, casualty, and sanitation requirements for furnishings, decorations, etc., including relocatables, as applicable:*

(a) *Hazardous Materials. Educational and ancillary facilities are free of furnishings and decorations of an explosive, highly flammable, or toxic material.*

(b) *Means of Egress. Means of egress (corridors, exit doors, etc.) are free of any furnishings, decorations, or other objects which would obstruct egress.*

(c) *Concealed Exits. Exit doors are free of any hangings, drapery, or mirrors which may confuse, obstruct or conceal the exit or the direction of exit.*

(d) *Free-Standing Manufactured and Custom Casework. Manufactured and custom casework, such as in classrooms, media centers, etc., is accessible, free of hazards, and maintained in a safe and secure condition at all times.*

(e) *Plastic Laminate. Plastic laminate used on casework is free of any hazard such as loose, broken, or*

BEST COPY AVAILABLE

jagged pieces.

(f) Window Coverings. Materials used for window coverings, black-out curtains, and stage curtains ar labeled to show they are flame resistant.

1. Interior blinds, shades, and shutters, when provided, are capable of darkening the room sufficient to allow audio-visual presentations.

2. Interior blinds, shades, and shutters, when provided, are maintained free of torn material, brok slats, pulleys and cords and are in an operational and safe condition at all times.

(g) Classroom and Office Furniture. Exits are free of any classroom or office furniture which would impe access through a means of egress.

(h) Floor Mats and Grates. Floor mats and grates, when used, are flush with, or secured to, the surroundin floor surface.

1. Exits and means of egress are free of any obstruction caused by floor mats and grates.

2. Mats and grates used around pools and shower rooms are free of any hazard to bare feet.

(i) Auditorium and Theater Seating. Auditorium and theater fixed and movable seats are accessible and maintained in a safe and operational condition at all times and are free of any torn or loose materials and fittings which may pose a hazard to the users.

(j) Built-in Tables and Fixed Seating Built-in tables and fixed seating are accessible and maintained i a safe and operational condition at all times and are free of any torn or loose materials and fittings whic may pose a hazard to the users.

(k) Interior Plants and Planters. Exits and means of egress are free of any obstruction caused by interio planters and plants, and artificial plants and plastic and wood planters are flameproof.

(14) Special Construction. The spaces and facilities listed in this section meet the following minimum safety, casualty and sanitation requirements for special construction, including relocatables, as applicable:

(a) Abandoned Structures. Abandoned structures owned by the board are maintained and secured t eliminate hazards, unlawful entry, and vandalism.

(b) Accessibility Requirements. Accessibility for children and adults with disabilities complies with th applicable state and federal standards governing accessibility requirements. [For the purpose of these Stat Requirements, "children" are defined as students in grades pre-K through grade five (5) or grade six (6 depending on the structure of the elementary schools and middle or junior high schools in the district a applicable. "Adults" are defined as students in grade six (6) or grade seven (7) through twelve (12) faculty, staff, parents, and the general public using any public educational facilities. Students housed i vocational/ technical centers, and community colleges are also defined as "adults."]

(c) Ancillary Facilities. Ancillary facilities, such as central administration buildings, warehouses, and bu garages, comply with the appropriate existing occupancy section in NFPA 101, as defined below, for fir safety inspections. Casualty safety and sanitation safety inspections comply with other portions of thi section. Use the following occupancy classifications for ancillary facilities:

1. Assembly Occupancy = district meeting rooms, conference rooms, dining rooms, and auditoriums.

2. Business Occupancy = district administration buildings, data processing centers, kitchens, and medi centers.

3. Hazardous Occupancy = district chemical storage and spray painting facilities.

4. Storage Occupancy = district warehouse and maintenance facilities, repair shops, bus garages parking structures and parking lots.

(d) Assembly Occupancies (Within Educational Facilities). Inspection of assembly occupancies include th adjacent and related spaces associated with the main seating area such as stages, dressing rooms, storag lobby, public restrooms, kitchens, and work rooms. (Assembly occupancies are buildings, portions o

buildings, or spaces used for gatherings of fifty (50) or more persons, such as auditoriums, gymnasiums multipurpose rooms, classrooms and labs, cafeteria, stadiums, media centers, and interior courtyards.)

1. *There is a permanently affixed sign in each assembly space, adjacent to the primary entrance, which states the actual capacity of the space.*
2. *Exits from assembly occupancies lead directly to the exterior or to separate atmospheres which then lead directly to the exterior as follows:*
   a. *Spaces accommodating one thousand (1,000) or more occupants have four (4) separate and remote means of egress.*
   b. *Spaces accommodating six hundred (600) or more but less than onethousand (1,000) occupants have three (3) separate and remote means of egress.*
   c. *Spaces accommodating three hundred (300) or more but less than six hundred (600) occupants have two (2) separate and remote means of egress. Spaces accommodating fifty (50) or more but less than three hundred (300) occupants have two (2) separate and remote means of egress.*
3. *Auditoriums and other assembly occupancies are provided with special acoustics, listening devices and accommodations for the physically and hearing impaired in compliance with state and federal accessibility requirements.*
4. *In assembly areas with fixed seating, space is provided for wheelchairs.*
5. *Areas that include fixed tables provide wheelchairs with clear access behind the table and the next adjacent table or wall.*
6. *Exit doors in spaces with one hundred (100) or more occupants are provided with panic release devices and are free of any chain, padlock, or other device which might hinder egress.*
7. *Seating. In places of assembly accommodating more than two hundred (200) persons, seats are securely fastened to the floor, except when seats are fastened together in groups of not less than three (3) nor more than seven (7).*
   a. *In cafeterias, gymnasiums, lunchrooms, or other assembly areas where fastening of seats to the floor may be impractical, seats not secured to the floor are permitted, provided that in the area used for seating, excluding stage and storage, there is at least ten (10) square feet of net floor area per seat, and the aisles to reach exits are clear at all times.*
   b. *All seats in balconies and galleries are securely fastened to the floor.*
   c. *Fixed seats are maintained in a secure and safe condition at all times and are free of any hazard such as loose or torn materials or fittings.*
   d. *When continental seating is used, there are one hundred (100) seats or less in a row between aisles.*
   e. *In assembly spaces with continental seating, exit doors are maintained in operable condition along each side aisle, and discharge to the exterior of the building, or into a foyer or lobby.*
8. *Aisles Serving Seating.*
   a. *Every portion of any assembly occupancy that contains a theater or similar type seating facility is provided with aisles leading to exits.*
   b. *The width of aisles is at least thirty-six (36) inches in clear unobstructed space.*
   c. *Aisle steps and ramps are maintained in a safe and secure condition at all times, and when lighting is provided, lamps are clean and working.*
   d. *A contrasting marking stripe is provided on each tread at the nosing or leading edge so that the location of such tread is readily apparent, particularly when viewed in descent and in compliance with NFPA 101.*

9. *Aisles Serving Seating at Tables.*
   a. *Fixed or loose chairs, tables, and similar furnishings or equipment is so arranged and maintained that a path of travel to an aisle or exit is provided.*
   b. *Rectangular tables used for dining, or purposes having similar seating configurations where the path of travel to an aisle exceeds ten (10) feet, are spaced fifty-four (54) inches or more apart where seating occurs back-to-back and thirty-six (36) inches or more where seating is on one side only. The path of travel to an aisle or exit is twenty (20) feet or less.*
   c. *When loose seating occurs bordering on the aisle, a thirty-six (36) inch aisle is provided plus an additional nineteen (19) inches for a chair on one (1) side of the aisle or an additional thirty eight (38) inches for chairs on both sides of the aisle.*
10. *Aisles Serving Bleachers and Grandstands.*
   a. *When bleacher and grandstand seating is provided, including fixed, folding, and telescopic seats vertical aisles are provided. Seating without backs requires aisles only when such seating is more than eleven (11) rows high.*
   b. *Vertical aisles, where provided in bleachers and grandstands, are free of any dead end in excess of sixteen (16) rows.*
11. *Railings.*
   a. *The fascia/front wall of boxes, balconies, and galleries is at least twenty-six (26) inches above the adjacent floor or has substantial railings at least twenty-six (26) inches above the adjacent floor.*
   b. *The rail above a footrest on the adjacent floor immediately in front of a row of seats is at least twenty-six (26) inches in height.*
   c. *Ramped aisles and aisle steps are provided with handrails at least thirty (30) inches high at one (1) side or along the centerline.*
   d. *Railings at the bottom end of ramped aisles are at least thirty-six (36) inches high for the full width of the aisle and at least forty-two (42) inches high for the width of the aisle where steps occur.*
   e. *Cross aisles are provided with railings at least twenty-six (26) inches above the adjacent floor. Where the backs of seats on the front of the aisle project twenty-four (24) inches or more above the adjacent floor of the aisle railings are not required.*
   f. *Railings, at least forty-two (42) inches high, are provided at the top and sides of bleachers and grandstands.*
12. *Waiting Spaces. In auditoriums and similar places of public assembly where persons are admitted to the building and are allowed to wait in a lobby or similar space until seats are available, the required means of egress and exiting remain clear and unobstructed.*

(e) *Auxiliary Spaces. Auxiliary spaces within an educational plant, such as administrative suites, libraries and food service areas, have been considered as educational occupancies and have been included in the annual fire, casualty, and sanitation inspections of existing facilities and comply with the provisions found elsewhere in these State Requirements.*

(f) *Boiler Rooms. Boiler room walls, floor, and ceiling are of solid construction and are equipped with heat detectors connected to the fire alarm system. Boilers shall comply with Chapter 554, F.S., and Rule 4A-51, FAC.*
   1. *The door swings open directly to the outside and, if opening toward a building, has a fire-rating label.*
   2. *If an additional door opens into the interior of the building, the door swings into the boiler room and*

has a fire-rating label.

3. *Boiler rooms are free of any equipment or materials not required for operation of the boiler.*
4. *A valid boiler inspection sticker is displayed and clearly visible.*

(g) *Child Care/Day Care Facilities. Child care/day care facilities located on board-owned property compl with the requirements found elsewhere in this section and the specific requirements as follow:*

1. *Construction Requirements.*
   a. *Facilities include an accessible toilet room for children opening directly into the instructional space. (The toilet may be used by both sexes and contains a water closet, lavatory, and relatd accessories.)*
   b. *If child care facilities are provided with a bathing area, it is within or adjacent to the child car area and contains either a shower with hand held sprayer or a tub. The water temperature s controlled by a mixing valve.*
   c. *Toilet facilities have a non-slip impervious floor and six (6) foot impervious wainscot.*
   d. *At least one (1) drinking fountain is provided and is within close proximity of the child car facility.*
   e. *Children's hand wash sinks have cold water only. A towel and soap dispenser is provided a each sink. (Adult hand wash areas may be provided with hot water.)*
   f. *A residential-type kitchen, when provided, includes a residential-type range hood vented to th outside, a fire extinguisher located within fifteen (15) feet of the range and within the sam room, a refrigerator, and a non-slip floor.*
   g. *Areas designated for children's sleeping mats, cots, or cribs include a clearly marked exi passageway.*
   h. *The child care facility is free of any storage of cleaning agents, chemicals, or other hazardous materials.*
   i. *Outdoor play areas are provided and are protected from access to streets or other dangers. Th play area is fenced or walled to a minimum height of four (4) feet and any latches o maintenance gates are secured or beyond the reach of the children.*
   j. *Shade is provided in the play area (a covered play area may be provided).*
   k. *Play equipment is firmly anchored, free of sharp corners or pointed surfaces, and has cushioning surfaces such as mats or sand beneath.*
   l. *The grounds are free of undergrowth or harmful plant material.*
2. *EXCEPTION: Child care/day care facilities requiring a Department of Health or Department of Children and Family license may also be required to comply with local building codes and othe agency construction requirements. If there is a conflict between these State Requirements, local building codes, and other agency requirements, the most stringent requirement prevails.*

(h) *Clinics (School). The school clinic includes a reception area/office, storage, toilet room, and bed space.*

1. *Sanitary facilities are provided as follows:*
   a. *Elementary school clinics, including pre-k, have one (1) accessible toilet room, to serve male and female students, complete with a water closet, lavatory, and accessories.*
   b. *Secondary schools include one (1) accessible toilet room for males complete with water closet lavatory, and accessories and one (1) accessible toilet room for females complete with water closet lavatory, and accessories.*
   c. *Toilet rooms in clinics include both hot and cold water at the lavatory and shower, if provided*
   d. *Toilet rooms have exhaust fans vented to the exterior.*
2. *Space for student beds is provided in each clinic. Space for beds in secondary schools is separatd*

BEST COPY AVAILABLE

for male and female students.

a. Each bed is provided with a cleanable plastic covered mattress and pillow.

b. Clean disposable mats are provided for each patient.

3. The reception area/ office is able to maintain visual supervision of the bed area.

(i) Clinics (Full Service School Program). Full service school clinics include one (1) accessible toilet room for males and one (1) for females complete with water closet, lavatory, and accessories. One accessible toilet room has an accessible shower.

1. Hot and cold water are provided in toilet rooms at the lavatory and shower.

2. Toilet rooms have exhaust fans vented to the exterior.

3. The nurse's station is able to maintain visual supervision of the bed areas.

4. Lockable storage rooms are provided for a refrigerator, files, equipment, and supplies, and shall be readily operable from the inside.

5. Data outlets are provided for computer hook-ups and computer networking and additional electric outlets are provided for hearing and vision testing machines.

6. Full service school clinics are located to provide direct access from the exterior and have direct access from the interior or are connected by a covered walk, and shall meet ADA requirements.

7. Full service school clinics are provided with designated parking spaces immediately adjacent to the clinic, one (1) of which is accessible to the disabled.

(j) Clinics (Community Colleges). Where community college clinics are provided, they should include a reception area; office, storage, toilet rooms, and bed space.

1. Clinics include one (1) accessible toilet room for males complete with water closet, lavatory, and accessories, and one (1) accessible toilet room for females complete with water closet, lavatory, and accessories.

2. Hot and cold water are provided in toilets at the lavatory and optional shower.

3. Toilet rooms have exhaust fans vented to the exterior.

4. Community college clinics provide bed(s) for female students and bed(s) for male students.

a. Each bed is provided with a cleanable plastic covered mattress and pillow.

b. Clean disposable mats are provided for each patient.

(k) Community Colleges. Community college facilities and buildings comply with the general requirements found elsewhere in these State Requirements as well as the following:

1. Existing dormitories on college property comply with the appropriate sections of the UBC and NFPA 101 for life safety requirements.

2. Existing dormitories provided by private individuals, corporations, and foundations not on college property comply with NFPA requirements for life safety.

(l) Energy Conservation. Solar water heating systems, passive natural ventilation, and other energy conservation measures are in good repair and functioning as intended.

(m) High-Rise Buildings. All existing structures and buildings over four (4) stories or forty-five (45) feet in height are equipped with an automatic fire extinguisher sprinkler system which is maintained in proper working condition at all times. Buildings which are three (3) stories or more, and were constructed after January 1, 1994 are equipped with fire sprinklers pursuant to Chapter 553.895, F.S.

(n) Kilns. Kiln rooms and areas are provided with adequate exhaust to dispel emitted heat to the exterior

1. Kilns are located away from paths of egress or exits.

2. Kilns are located in separate rooms when serving students through grade three (3).

3. Kiln rooms are provided with smoke/ heat detectors.

(o) *Kitchen and Food Service Facilities. Food service facilities and instructional kitchens are in compliance with DOH Chapter 64E-11 (formerly HRS Chapter 10D-13), F.A.C., the general requirements found elsewhere in this section, and the following:*

1. *A toilet room(s) with self closing doors, opening into a vestibule with self closing doors, is provided for kitchen staff.*
2. *Each staff toilet room is provided with at least one (1) water closet and one (1) lavatory and is provided with hot and cold water at the lavatory.*
3. *Separate sinks are provided in the kitchen area for preparation of food, washing of utensils, and hand washing, and hot and cold water is supplied to all sinks in the kitchen area.*
4. *Floor drains are provided in the food serving area, kitchen area, scullery, garbage and rubbish rooms, and can wash area.*
5. *Each floor drain in the food service area is flushed on a regular basis to ensure a continuous water seal.*
6. *Waste water from cleaning operations is disposed of through the building sewer system.*
7. *Garbage and rubbish rooms are well ventilated, screened, and vermin-proof.*
8. *All openings to the exterior from areas where food is prepared, served, or consumed are protected from flying insects by self-closing doors, screens, or controlled air currents.*
9. *Areas where odors or contaminants are generated, including kitchens, sculleries, and storage rooms are mechanically ventilated.*
10. *Range hoods, duct systems, grease removal devices, and fire extinguishing equipment are provided in all food service and instructional kitchens and are serviced regularly and maintained in a safe secure, and operational condition at all times.*
    a. *When the automatic fire extinguishing systems are activated, kitchen ventilation and heating systems shut down, fuel valves close, electrical appliances de-energize, and the school fire alarm activates.*
    b. *Automatic fire extinguishing systems using dry or wet chemicals are serviced regularly and maintained in a safe, secure, and operational condition at all times.*

(p) *Laboratories and Shops. Laboratories and shops comply with the general requirements found elsewhere in this section as well as the special safety provisions found herein.*

1. *Each laboratory type space, such as chemistry, physics, and home economic labs, and each shop type space, such as automobile, wood working, and welding shops, equipped with unprotected gas cocks, compressed air valves, water service, and electric service, easily accessible to students, has master control valves or switches with permanently attached handles. (Ordinary office machines, non-hazardous machines, and domestic sewing machines are not required to have emergency shut-off.)*
    a. *The master control valves and switches are clearly labeled and located in a non-lockable place accessible at the instructor's station to allow for emergency cut-off of services, and valve completely shut-off with a one-quarter (¼) turn.*
    b. *The master control valves and switches are in addition to the regular main gas supply cut-off and the main supply cut-off is shut down upon activation of the fire alarm system.*
2. *Every science room, lab, or shop where students handle materials or chemicals potentially dangerous to human tissue is provided with a dousing shower, floor drain, and eye wash facilities.*
3. *Vehicle lifts are provided with mechanical safety locks.*
4. *Laboratory and shop spaces, such as the following, are provided with exhaust systems:*
    a. *Chemistry laboratories have a high capacity emergency exhaust system and are provided with a source of positive ventilation and signs providing instructions are permanently installed at the*

emergency exhaust system fan switch.

b. Chemistry labs are provided with fume hoods and fume hood supply fans automatically shut down when the emergency exhaust fan is turned on.

c. Woodworking areas have dust collectors and exhaust systems.

d. Automotive repair shops have engine exhaust systems.

e. Welding shops have fume removal and exhaust systems.

5. Working machinery with component parts are color coded per ANSI Z53.1, "American National Standard Safety Color Code for Marking Physical Hazards."

6. Hazardous work and storage areas are identified by appropriate caution signs.

7. All equipment permanently mounted is securely anchored to its supporting surface.

8. Safety zone lines are marked on the floor areas surrounding working machinery.

(q) Library and Media Centers. Library and media centers comply with the general requirements found elsewhere in this section, as well as with the following:

1. Turnstiles and book detectors placed at doorways allow unobstructed passage and exiting from the space.

2. The width of aisles, reach ranges, and seating in stacks and reading rooms comply with federal and state accessibility requirements.

(r) Open Plan Schools. An open plan building, or portions of a building, is subdivided into smaller areas by use of partial partitions, movable partitions, or movable furnishing, which by location and type make it possible for persons in one area of the plan to be immediately aware of an emergency situation in any other area of the plan.

1. Demountable or movable partitions in open plan classroom areas terminate a minimum of five (5) feet from any permanent wall, and all circulation openings in open plan areas are a minimum of five (5) feet wide and are open from floor to ceiling.

a. Movable furnishings have a stable base.

b. Partitions which abut a permanent wall in classroom areas have a side swinging door a minimum of three (3) feet wide.

2. In open plan unsprinklered buildings or portions thereof, the maximum distance from any point to an exit is one hundred fifty (150) feet or less.

3. In open plan sprinklered buildings or portions thereof, the maximum distance from any point to an exit is two hundred (200) feet or less.

4. Exiting complies with the following:

a. Each space occupied by more than fifty (50) persons has two (2) or more means of egress.

b. Open plan assembly areas have exits directly to the exterior and are separate from other required exits of the open plan.

(s) Paint Spray Booths and Rooms. Spray booths and rooms are provided with fresh air intake and are vented to the outside.

1. Vents are filtered and prevent paint particles, toxic, or obnoxious fumes to be exhausted from the facility.

2. The exhaust is oriented away from occupied areas, parking lots, and other areas that may be adversely affected by the exhaust.

(t) Performing Arts Theaters and Auditoriums (Serving the Public). Performing arts theaters and auditoriums, including the adjacent and related spaces associated with the main seating area such as stages, dressing rooms, storage, lobby, public restrooms, work rooms, and kitchens, are in compliance with the UBC for casualty and sanitation safety and NFPA 101 for fire safety requirements.

BEST COPY AVAILABLE

(u) *Pools. Swimming pools, wading pools, and therapeutic pools conform to the requirements in SBC and DOH requirements for swimming pools.*

1. *Equipment rooms, dressing rooms, sanitary facilities, pool deck, and spectator areas are provided and are in compliance with this section.*
2. *Pools are accessible to persons with disabilities.*
3. *Pools, if heated, are heated by either a solar energy system or a waste heat recovery system.*

(v) *Public Shelters. The criteria for design of public shelters as required after the adoption of SREF, 1994 Edition, are found in these State Requirements and apply to the inspection of facilities designed thereafter. It is recommended that at least the following minimal criteria be applied to the maintenance of designated hurricane shelters:*

1. *All shutter systems, roofs, overflow scuppers, and shelter structural systems should be inspected and maintained annually prior to hurricane season and after a major event.*
2. *All emergency generators under load conditions, fire alarms, and emergency lights shall be inspected as per applicable equipment codes or NFPA standards.*

(w) *Relocatables. All relocatable units comply with the general requirements found elsewhere in these State Requirements and the specific criteria which follow:*

1. *Relocatable units located in a one hundred (100) year floodplain have the finished floor at least twelve (12) inches above the base flood elevation and are anchored to resist buoyant forces.*
2. *Relocatable units are of SBC Type IV or Type V construction as follows:*
   a. *Type IV (noncombustible) construction is used where several relocatable units are joined together to create multi-classrooms, under a single roof, in excess of two thousand (2,000) square feet.*
   b. *Type V (wood frame) construction is used only for a standard classroom unit of one thousand (1,000) gross square feet or less. [Two (2) classroom units of Type V construction may be joined together, if for a single use such as exceptional education, TAP, or science, provided the single classroom does not exceed two thousand (2,000) gross square feet, is without interior partitions (not including office, storage, and toilet), and has at least two (2) remotely located exit doors.]*
3. *Wind uplift forces are countered by providing anchors from the roof to the walls, from the walls to the floor structure, and from the floor structure to the foundation, and the structure is free of any damage caused by frequent moving. The foundation and anchoring system have been inspected by a UBCI and certification of the inspection is on file with the district.*
4. *The minimum setback for relocatable units is at least twenty-five (25) feet from a property line unless a lesser setback is permitted by a local zoning ordinance.*
5. *Relocatable units are separated from each other and any permanent buildings by sufficient distance in each direction, to prevent the spread of fire and to allow access by emergency vehicles, as determined jointly by the local fire fighting authority that services the site and district policy.*
6. *A facility designed primarily of relocatable units, or "modular schools," has all relocatable units and any permanent facilities connected by covered walks. (Standard classroom units, for temporary use are not required to be connected to other facilities by covered walks, including toilets.)*
7. *Standard classroom units which house pre-K through grade three (3) students include an accessible toilet room, containing a water closet, a lavatory, and related accessories, for use by both sexes. (Standard classroom units which house grade four (4) through grade twelve (12) students may include toilet rooms provided separate accessible toilet rooms are provided for each sex, and each room contains a water closet, lavatory, and related accessories.)*
8. *Standard classroom units of Type V construction housing birth to age three (3) children, including*

BEST COPY AVAILABLE

Teenage Parent Programs (TAP), are less than two thousand (2,000) gross square feet, and compl with additional safety requirements outlined in this section.

a. These units include an accessible toilet room opening directly into the instructional space. (Th toilet may be used by both sexes, and contains a water closet, a lavatory, and related accessories)

b. If a residential-type kitchen is provided in these units, it includes a residential range hood vente to the outside and a fire extinguisher located within ten (10) feet of the range.

9. Doors in relocatable units are provided as follows:

a. Standard classroom units of Type V T construction have two (2) remotely located doors openi directly to the outside.

b. Multi-classroom units of Type IV "construction have a primary exit door and an emergency rescue opening in each space occupied by ten (10)" or more students, or by six (6) or more students fo relocatables designed after October 18, 1994. (An emergency rescue opening is not required when there is a door opening directly to the outside.)

c. Interior and exterior doors are a minimum of three (3) feet wide and six (6) feet eight (8) inches high, and exit doors swing in the direction of exit travel.

d. Exterior doors are equipped with a lockset, which is readily opened from the side from which egress is to be made; a threshold; heavy duty hinges; back-check device; and closer.

e. All exterior doors open onto a platform which is level with the interior floor and connects wit an accessible ramp or step equipped with handrails. (An accessible ramp need only be provided at one of the two (2) required doors from a standard classroom unit.)

f. Accessible hardware is provided on all doors in a standard classroom unit.

g. Time-out rooms, when provided, are equipped with doors which allow egress at all times in th event of an emergency. Locking devices on time-out rooms are discouraged, but if necessary, shall meet the requirements of new construction without exception.

10. Standard classroom units have operable windows in at least one (1) wall.

a. Each multi-classroom unit of Type IV " construction, has a single action operable windo available for emergency rescue.

b. Walks, ramps, steps, and platforms are free of any awning, casement, or projecting windows.

11. Fire safety features, by the type of construction and the programs housed, are as follows:

a. In Type V T construction, heat or smoke detectors are installed inevery classroom, storage space, or custodial closet, and can activate the fire alarm.

b. In Type IV " construction, heat or smoke detectors are installed in unsupervised spaces, such a storage and custodial closets, and can activate the fire alarm.

c. Each standard relocatable unit and each multi-classroom unit is provided with an approved fir alarm system, including pull stations, horns, and flashers, either self-contained or connected t the main building alarm system; or, if a single relocatable unit, it is within two hundred (200) feet of a sending station and located so that the main fire alarm system for the educational plan is audible to occupants of the relocatable.

d. At least one (1) 2-A fire extinguisher of an approved type is provided in each standard relocatable unit and in each classroom of a multi-classroom unit.

e. Each unit is equipped with emergency lighting.

12. Finishes. Finishes in standard classroom units and multi-classroom buildings, including "modula schools" comply with the following:

a. Ceilings in toilet rooms are of moisture resistant materials.

b. Walls in toilet rooms are finished with impervious materials to a minimum height of six (6) feet

BEST COPY AVAILABLE

(Wall finishes may be tile, plastic laminate, or epoxy coatings. Vinyl wall covering shall not be used in toilets.)

c. Floor and base in individual or group toilet rooms are impervious. (Floors may be ceramic or quarry tile. Individual toilet room floors and base may be of solid sheet vinyl without seams)

d. Standard classroom units and auxiliary area floors are covered with resilient materials or carpet and are kept in a clean and sanitary condition at all times.

e. Walls and ceilings in time-out rooms are finished with durable, vandal-resistant materials and are free of any loose or potentially hazardous materials.

13. Heating, ventilating, and air-conditioning (HVAC) systems are maintained in a safe, secure, and operable condition at all times.

14. Lighting fixtures are maintained in a safe, secure, and operational condition at all times.

(x) Shade/Greenhouses. Shade/greenhouses have been inspected and are found to comply with the general requirements found elsewhere in this section and the specific requirements found herein.

1. Shade/greenhouses are located at least sixty (60) feet from any permanent building, or are located one hundred (100) feet from any permanent facility if fuel-fired heater used. Shade/green houses are separated from other shade/green houses by fifteen (15) feet.

2. The location of the shade/greenhouse allows free and unobstructed exiting from new and/or existing structures.

3. A minimum of two (2) doors remotely located are provided. Doors are side hinged and swing in the direction of egress. (A door closer is not required.)

4. A minimum of one (1) accessible walkway is provided inside the shade/greenhouse. The accessible walkway is connected to doors leading to an accessible route to the permanent structure.

5. The exterior siding is of breakaway panels of material other than glass, such as tear-away fabric and is securely fastened to the structural frame ; or appropriate measures have been taken to render the facility safe.

6. A minimum of one (1) type 2-A-10B:C fire extinguisher is provided per shade/greenhouse.

7. Fire alarm pull stations are located within 200 feet of any shade/greenhouse for warning of fire in one of these structures. Fire alarm horns are mounted on a permanent building and can be heard inside the shade/greenhouse.

8. Space heaters, when provided, are mounted at least six feet, eight inches (6' 8") AFF.

(y) Stadiums and Bleachers. Stadiums, grandstands, bleachers, and other places of assembly comply with the life safety requirements of NFPA.

(z) Stages. Working stages, non-working stages, platforms, and thrust stages, including props and equipment in grades pre-K through twelve (12) and community college educational facilities conform to the fire protection and general requirements found elsewhere in these State Requirements, as well as the specific requirements which follow:

1. General requirements for all stages:

a. Each stage is accessible to the disabled.

b. Curtains and flies on stages have an attached label verifying flame resistance.

c. Scenery or stage props are free of any foam plastics.

2. Working Stage. A working stage complies with the following:

a. Openings through stage floors (traps) are maintained in a safe and secure condition at all times and are equipped with tight fitting trap doors having safety locks.

b. Stage vent(s) are operable from the stage floor and provide for both opening and closing the vent doors for periodic testing. (The testing controls are located on the back wall of the stage no more

BEST COPY AVAILABLE

than six (6) feet AFF. Hand winches may be employed to facilitate manual operation of th vents.)

c. The proscenium opening of a stage is provided with a fire curtain maintained in a safe, secure and operable condition at all times; the fire curtain is capable of manual operation and is kept in the normally closed position when each day's performances are completed.

d. A stage has at least one (1) exit on each side leading directly to the exterior kept clear and accessible at all times.

e. Stages over one thousand (1,000) square feet are fully sprinklered and there are at least two (2 means of egress, kept clear and accessible at all times, leading to separate atmospheres, availabl from every dressing room, and at least one (1) means of egress from fly galleries. Stages unde one thousand (1,000) square feet do not require fire sprinklers, provided stage curtains and scenery retract horizontally.

f. Workshops involving the use of combustible or flammable paint, liquids, or gases, or their storage are kept in a safe, secure, and orderly condition at all times.

g. Standpipes located on each side of the stage are readily accessible and kept operational at all times.

3. Curtains, flies, drops, scenery or other effects on a non-working stage are stationary and allow fo exiting from the stage at all times. (A retractable main curtain may be used.)

4. The space between the floor and the stage of a platform above is free of storage or any use other than electrical wiring or plumbing to stage equipment.

(aa) Storage. The areas above or below exit stairs and ramps, whether interior or exterior, are free o any storage rooms or closets and are not used for storage of any kind.

1. General Storage. General storage areas are kept separated from mechanical spaces and are equipped with shelving, racks, bins, or other devices necessary to protect the stored materials, supplies equipment, and books.

2. Chemical and Hazardous Storage. Chemical and hazardous storage facilities comply with th following:

a. Rooms and/or cabinets used for the storage, handling, and disposal of chemicals are lockable vented to the exterior, and have shelves with a one-half (½) inch lip on the front; and door locks are operable at all times from the inside of the room, even if key locked from the outside; and rooms are kept at moderate temperatures and well illuminated.

b. Buildings and/or rooms used for the storage, handling, and disposal of flammable, poisonous or hazardous materials or liquids, and equipment powered by internal combustion engines and their fuels are kept in a safe, secure, and orderly condition at all times and shall comply with all applicable NFPA standards.

c. Explosion-proof heat detectors, electrical fixtures, switches, and outlets in flammable storage rooms are maintained in an operational condition at all times.

3. Custodial Work Areas and Storage. Custodial storage and work areas for custodial supplies cleaning, and sanitation materials include appropriate shelving for storage of materials and are kept in a safe, secure, and orderly condition at all times.

4. Custodial Closets and Storage. Custodial closets are kept in a safe, secure, and orderly conditio at all times, and the heat detector or sprinkler head is kept operational at all times.

5. Lockers and Personal Storage. Corridors and lobbies are free of any storage of clothing or personal effects, except where provided for in metal lockers.

(bb) Time-Out Rooms.

BEST COPY AVAILABLE

1. *Electromagnetic Locking Device. When a time-out room is to be locked, an electromagnetic locking device may be used and shall have the following features:*
   a. *The lock shall remain engaged only when a push button mounted outside the time-out room adjacent to the door frame, or other hand held device, is continuously depressed by human hand Upon release of pressure, the door shall unlock. The locking device shall be designed so that it cannot be engaged by leverage of an inanimate object or in any other manner except by constant human contact.*
   b. *The push button, or similar device, shall be recessed from the face of the unit housing, or in some other way designed to prevent taping or wedging the button in the engaged mode.*
   c. *The device shall have an interface relay with the fire alarm system and shall automatically release upon activation of the fire alarm.*
   d. *The locking device shall automatically disengage in the event of a power failure.*
   e. *Timers shall not be used on the locking device.*
2. *Door Requirements. The door shall have only a push plate exposed on the interior of the room.*
   a. *The door shall swing out of the room and shall be equipped with a fully concealed track type closer.*
   c. *A vision panel shall be provided in the door, and it shall be no larger than one hundred forty four (144) square inches. The view panel shall consist of a clear one-quarter (¼) inch thick unbreakable plastic panel flush with the inside face of the door on the inside. The panel shall be positioned in the door so that a staff member may continuously keep the student under surveillance.*
3. *Finishes. The ceiling, floor, and walls are free of any loose, torn, or potentially hazardous materials. All surfaces are kept smooth and free of any hooks, outlets, switches, or similar items.*

(cc) Walk-In Coolers and Freezers. Walk-in cooler and freezer doors are operable from the inside at all times. Interior surfaces are kept clean and sanitary at all times.

(15) Conveying Systems. Conveying systems meet the following minimum safety, casualty, and sanitation requirements for elevators, dumbwaiters, platform lifts, etc., including relocatables, as applicable.

(a) Elevators. Passenger elevators comply with applicable state and federal accessibility requirements Passenger and service elevators are inspected by the Bureau of Elevator Inspection, Department of Business and Professional Regulation.

(b) Dumbwaiters. Car and counterweight safety devices are maintained in an operable condition, will lock the car or counterweight to the guide rails, and disconnect power if hoist cables part or become slack.

(c) Vertical Platform Lifts and Inclined Wheelchair Lifts. Vertical platform and inclined wheelchair lifts comply with the following:
1. *Lifts have shielding devices to protect users from the machinery or other hazards and obstructions.*
2. *Lifts are inspected by the Bureau of Elevator Inspection, Department of Business and Professional Regulation.*
3. *Lifts are provided with emergency power so that the lift may be operated if power is interrupted while the unit is in use.*
4. *Vertical platform lifts comply with the following:*
   a. *A lift installed at a stage is free of a warning light or alarm.*
   b. *A lift installed in a corridor allows free and clear ingress and egress at all times.*
   c. *The audio-visual alarm is operational at all times and activates when the lift is in operation.*
5. *Inclined wheelchair lifts comply with the following:*
   a. *The platform bi-directional ramp sensing device is operational and will stop travel if obstruction*

BEST COPY AVAILABLE

are encountered.

b. Guide rails are maintained smooth and continuous and are free of sharp edges or obstructions All drive system components contain safety features for protection of users, and cables and pulling devices are shielded.

c. The lift audio-visual alarm will activate when the lift is in operation.

(d) Vehicle Lifts. Vehicle lifts comply with the following:

1. Vehicle lifts are provided with mechanical safety locks to hold the lift in position in the event of a power or hydraulic failure.

2. The maximum lifting height for vehicle lifts is sixty-eight (68) inches.

3. Underground reservoirs for hydraulic lifts which are not accessible for inspection comply with DIR and EPA regulations.

(16) Mechanical. Mechanical systems meet the following minimum safety, casualty, and sanitation requirements for ventilation, building service equipment, plumbing, etc., including relocatables, as applicable:

(a) Ventilation. All occupied rooms and other rooms where odors or contaminants are generated are provided with either natural or mechanical ventilation.

1. Windows, louvers, or other openings utilized for natural ventilation are maintained in an operable condition at all times.

2. Mechanical ventilation systems are maintained in an operable condition at all times.

3. The HVAC system has been inspected to ensure the system is operating as designed or has been re-evaluated if space use changes have occurred or if unusual contaminants or unusually strong sources of specific contaminants were introduced into the space since the most recent inspection.

4. Exhaust systems from toilet rooms, custodial closets, food service kitchens, kitchen storage rooms, shower and locker rooms, athletic equipment rooms, etc., are maintained in an operable condition at all times.

5. Building Service Equipment.

a. Mechanical equipment rooms and air-handler rooms are free of any type of storage.

b. Air-handling equipment (air-conditioning and heating) immediately and safely shuts down upon activation of the building fire alarm system by any manual or automatic station; and smoke detection devices installed in the supply and return systems of air handling equipment operate reliably in case of smoke in any part of the air stream. EXCEPTION: Air-conditioning equipment (cooling and heating) serving a single student-occupied space of a capacity of less than fifty (50), including any related adjunct office, storeroom, or individual toilet room, need not be shut down upon activation of the building fire alarm system by any manual or automatic station EXCEPTION: Smoke detection devices need not be installed in supply and return systems of air handling equipment (cooling and heating) serving a single student-occupied space of a capacity of less than fifty (50), including any related adjunct office, storeroom, or individual toilet room.

c. Electric heaters used for supplementary heating in toilet rooms, storage rooms, offices, etc., have heating elements protected.

d. Through-wall and window-type air-conditioning units are maintained in a safe and secure condition at all times.

6. Cooling towers conform to the following:

a. Towers with combustible interior or exterior construction installed over mechanical buildings have fire sprinkler systems maintained in an operational condition at all times.

b. Towers located on the ground and in areas not otherwise fenced are enclosed by a fence which is maintained in a safe and secure condition at all times.

BEST COPY AVAILABLE

c. Open spaces or areas between the base of the tower and ground or roof of the building upon which it is located are screened to prevent the accumulation of combustible waste material under the tower and to prevent use of such space or area under the tower for storage of combustible materials.

7. Walkway and building roofs are free of mechanical system piping (fluid system) and ducts (air system) unless written permission from the authority having jurisdiction to do otherwise is on file in the administrator's office.

8. Mechanical systems connected to an energy management system (EMS), programmable time clock, setback thermostat, heat recovery equipment, or equivalent which will reduce energy consumption during off-scheduled hours, nights, or weekend operation function properly. The energy conservation device is maintained in an operable condition at all times or a program is in place to install one of these devices.

(b) Plumbing. Every educational facility is provided with toilet and hand washing facilities for all occupants.

1. Toilet facilities are maintained in a satisfactory state of repair at all times.

2. Toilet facilities are cleaned, sanitized and serviced as follows: (OSHA requires the use of an EPA registered tuberculocidal disinfectant to clean up blood or other potentially infectious materials. The use of unregistered quaternary ammonium compounds is appropriate for housekeeping procedures which do not involve the clean up of blood or other potentially infectious materials.)

a. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls and floors are cleaned at least once per day with a germicidal or bacteriostatic cleaner, and the facility is maintained in a clean and sanitary condition at all times.

b. Water closet seats are free of any acidic bowl cleaner or other substance which may be hazardous to the occupants.

c. Floor drains are water flushed and sanitized at least once per day.

d. Dispensers are maintained in proper working condition at all times.

3. All toilet facilities are accessible from all student-occupied spaces.

4. In group toilet rooms, a partition is placed between each water closet and each urinal, stall doors are provided, and the partitions and doors are maintained in a safe, secure, and operational condition at all times.

5. Each floor drain trap seal subject to evaporation is maintained in a "wet" condition at all times.

6. Drinking fountains are maintained in a clean, sanitary, and operational condition at all times.

7. Shower facilities are maintained in a clean and sanitary condition at all times; water is heated and the temperature at the shower head is one hundred ten degrees Fahrenheit (110°F) or less.

(c) Fire Sprinklers. Each automatic fire sprinkler system, when provided, is maintained in an operable condition at all times and provides complete coverage for all portions of the areas to be protected; the area within eighteen (18) inches of a sprinkler head is free and unobstructed by storage, equipment, or any device which might reduce the effectiveness of the sprinkler head. Required periodic system test results and inspection reports are maintained in the administrator's office.

(17) Electrical. Electrical systems meet the following minimum safety, casualty, and sanitation requirements for illumination, fire alarms, detector systems, etc., including relocatables, as applicable.

(a) Illumination of Means of Egress. Illumination of means of egress is continuous during building occupancy and lighting fixtures are cleaned and maintained to provide the minimum required footcandles.

1. Means of egress are illuminated at all points including angles and intersections of corridors and passageways, stairways, landings of stairs and exit doors to average values of not less than one (1) footcandle measured at the floor. In auditoriums and other places of assembly, the illumination a

BEST COPY AVAILABLE

the floors of exit access may be reduced as required during performances to average values not less than one-fifth (1/5) footcandle.]

2. *Illumination is maintained so that the failure of any single lighting unit, such as the failure of an electric bulb, will not leave any area in darkness.*

(b) *General Illumination. General illumination is maintained so that the failure of any single lighting unit such as an electric bulb, will not leave any occupied area or means of egress in darkness.*

(c) *Emergency Lighting. Emergency lighting is provided in all student-occupied areas and group toilets and is maintained in an operational condition at all times, and externally or internally illuminated exit signs are continuously illuminated whether in the general or emergency power mode.*

(d) *Emergency Power. The emergency power source is maintained in an operational condition at all times and is available within ten (10) seconds of primary power failure.*

(e) *Fire Alarms and Heat/Smoke Detectors. Fire alarms and heat or smoke detectors are maintained in an operational condition at all times and comply with the following:*

1. *A switch for silencing the alarm signal sounding equipment is provided only if it is key-operated or in a locked cabinet, if it transfers the alarm indication to a lamp or other visual signal on the display panel, and if it allows subsequent alarm signals.*
2. *The fire alarm is independent of all other systems. It shall operate normally even when any other system, such as the security system, the energy management system, the intercom system, or computer data system is shut down.*
3. *Manually operated sending stations are maintained in an operable condition at all times. They shall be located near all main exits and in the natural path of escape from fire at readily accessible and visible points, which are free of any obstruction. As authorized by NFPA 101, facilities provided with a two-way communicating system between all normally-occupied spaces and a continuously manned location where a general alarm can be sounded, the manual sending stations may be omitted, except in spaces with a capacity of one hundred (100) or more or in other spaces as required by the authority having jurisdiction, provided the following conditions are met:*
   a. *The communication system is a two-way system with the capability of originating calls from any station.*
   b. *Stations are located in all student-occupied areas.*
   c. *The manned location is attended continuously while the building is occupied by students or public days, nights, or weekends.*
   d. *The communication system is connected to emergency power.*
   e. *The system is tested periodically to assure proper operation.*
4. *The fire alarm system is free of any drill switches.*
5. *Sending stations located inside student-occupied spaces are adjacent to the primary exit door and have a permanently affixed sign reading "FIRE ALARM PULL STATION INSIDE" placed outside that space, adjacent to the door. The door to the occupied space is unlocked at all times the facility is occupied.*
6. *Required sounding devices are used for fire alarm purposes only. (The intercom, public address system, or class bell system may be used as a back-up system, but not as substitute for the fire alarm system.)*
   a. *The audible alarm device is supplemented with a visual alarm device in all areas where a hearing impaired person may be separated from the normal hearing person, in compliance with applicable accessibility codes.*
   b. *Alarm sounding devices are distinctive in pitch and quality from all other sounding devices.*

BEST COPY AVAILABLE

c. The recall signal is separate and distinct from and cannot be mistaken for any other signal.
d. The recall controls, push buttons, or other control are kept under lock, the key for which is in th custody of the administrative head or some other designated person.
e. The recall system is capable of being heard in both the interior and exterior of all areas and buildings simultaneously and is controlled from the central control panel for all areas and buildings. The annunciator control panel is located in, or adjacent to, the chief administrator's office. (Sub-panels may be provided in separate areas or buildings.)

7. Activation of the fire alarm system will accomplish incidental functions such as release of self-closing doors or automatic door closers, elevator capture, stairwell pressurization, smoke venting, cutting off supplies of gas and fuel oil which may be hazardous or do not feed emergency power sources or do not feed kitchen equipment or are not essential to preservation of life, and stopping air supply fans. On or after October 18, 1994, elevator capture will also be provided by smoke detector in elevator shaft On or after October18, 1994, gas supply to kitchen is not shut off upon activation of fire alarm.
   a. All doors in smoke and fire barriers, horizontal exits, and stairway enclosures are self-closing or release by a fail-safe door holder when activated by the alarm system.
   b. Kitchen hood fire-suppression systems shut down required cooking appliances under the hood (The gas supply to the hood should be controlled by the hood fire-suppression system only.)
8. Initial and back-up sources of emergency power are maintained and ready for operation at all times
   a. Back-up power is capable of operating the fire alarm system under maximum normal load for twenty-four (24) hours and then operating in the alarm mode for five (5) minutes.
   b. The automatic transfer to back-up power is within ten (10) seconds of power loss. (The backup source may be batteries or an automatic starting engine-driven generator.)
9. Arrangements are made for notification of the public fire department or such other outside assistance as may be available in case of fire or other emergency.
10. Air-handling equipment (air-conditioning and heating) immediately and safely shut down upon activation of the building fire alarm system by any manual or automatic station.
11. Smoke detection devices are located in the supply and return systems of all air handling equipment and are maintained to operate reliably in case of smoke in any part of the air stream; required only in return systems for new construction under SREF '97 or later. [EXCEPTION: Air-conditioning equipment (cooling and heating) serving a single student-occupied space of capacity less than fifty (50), including any related adjunct office, storeroom, or individual toilet room, need not be shut down upon activation of the building fire alarm system by any manual or automatic station. EXCEPTION Smoke detection devices need not be installed in supply and return systems of air-handling equipment (cooling and heating) serving a single student-occupied space of capacity less than fifty (50), including any related adjunct office, storeroom, or individual toilet room. EXCEPTION: Smoke detection devices are not required in one hundred (100) percent outside air supply ducts.]
12. Rooms or spaces for storage, custodial closets, spaces under stages with wood structures, and other unoccupied or unsupervised spaces in a building have automatic fire or heat detector devices installed at the ceiling or these rooms are sprinklered, if they are in a fully sprinklered building. (Rooms for air- handling equipment with detectors on supply and return air ducts which do not use the room for air plenums are exempt from this requirement.)
13. Explosion-proof detectors are installed in flammable storage rooms.
14. The fire alarm system can be activated by the following methods:
   a. Activation of any automatic detector.
   b. Activation of the sprinkler system.

BEST COPY AVAILABLE

c. *Activation of an alarm sending station (pull station).*

15. *Derangement of any power or tamper switch or failure of any fire alarm system component shall illuminate a signal light on the fire alarm control panel.*
16. *Self-closing fire and smokestop doors are maintained in an operational condition at all times and will release upon activation of the fire alarm system.*
17. *Required periodic system test results and inspection reports are maintained in the administrators' office.*

(f) *Power. Electrical wiring and equipment are maintained in a safe and secure condition at all times and comply with the following:*

1. *Electrical outlets:*
   a. *All outlets are grounded.*
   b. *All convenience outlets installed within two (2) feet (within six (6) feet for new construction under SREF '97 or later) of water supplies, wet locations, toilet rooms and the exterior with direct grade level access have a ground fault circuit interrupt protection device (GFCI). (The ground fault circuit interrupt protection device is not required for grounded receptacles serving only water coolers if the receptacle is single or covered behind the water cooler enclosure.)*
   c. *Outdoor ground fault interrupter protected outlets are provided for all buildings.*
   d. *Flammable storage rooms are free of electrical receptacles.*
   e. *Extension cords are free of being stapled to any surface or run through or over doors, windows or walls. They are used only in continuous lengths and without splice or tape. Adapters comply with Underwriters Laboratory (UL) and have over-current protection with a total rating of no more than fifteen (15) amperes.*
2. *Lighting controls:*
   a. *Electric panels, cabinets, and rooms are accessible only to authorized persons.*
   b. *Main service panels and switches are located in a dedicated, lockable room.*
   c. *Electrical rooms are free of any storage.*
   d. *Unobstructed access is provided to all electrical panels.*
3. *Emergency Shut-Off Switches.*
   a. *Every laboratory space which has electrical receptacles at student work stations has an unobstructed emergency shut-off switch within fifteen (15) feet of the instructor's work station.*
   b. *Every shop space which has power machinery accessible to students has two (2) unobstructed emergency shut-off switches which shut off power to student accessible machines and student accessible receptacles in the shop. One (1) emergency shut-off switch is located near the machinery and one (1) emergency shut-off switch is located in the instructor's office, if there is a clear view of the entire shop area. (Non-hazardous machines not requiring emergency shut-off include office machines, computers, sewing machines, potter's wheels, and residential cooking equipment in home economics labs.)*
   c. *A "panic" switch to deactivate power to the heating equipment is provided inside sauna and steam room(s). The switch is labeled to indicate the intended function.*

(g) *Site Lighting. Light fixtures, poles, and foundations used for site lighting are maintained in a safe secure, and operable condition at all times. Each site lighting pole is grounded.*

See Rule 6-2.0111, Florida Administrative Code, and Sections 229.053(1), 235.01, 235.014(9), 235.211, 235.26, 240.319(3), 240.327, 553, 633.025, Florida Statutes.

BEST COPY AVAILABLE

Size of Space And Occupant Design Criteria. All boards shall use the Size of Space and Occupant Design Criteria contained in this section for planning new and evaluating existing educational, auxiliary, and ancillary facilities. School Boards shall not exceed the number of square feet per student station per facility space, in accordance with Section 235.435.(2)(a)5, F.S.

Procedures for Use of Size of Space and Occupant Design Criteria

(1) Boards, including the Board of Regents, and public broadcasting stations may use the size of space and occupant design criteria contained in this section to develop educational specifications and user requirements for use by designers in the development of phase I, II, and III documents.

(2) In all the Size of Space and Occupant Design Criteria tables, the norm square footage is provided for the convenience of selecting a nominal size.

In Table (A) for Public Schools and Vocational-Technical Schools, the indicators for Grade Level are: "N" for nursery, "P" for preschool, "K" for kindergarten, "1-12" for grades one through twelve, and "PS" for postsecondary vocational programs. Instructional spaces which contain student stations are marked with an asterisk (*).

In Table (B) for Community Colleges, the Information Classification Structure (ICS) Code identifies the type of program or function associated with a given set of spaces. The same ICS Codes are used in the Room Inventory of the Community College Facilities Inventory.

In Table (C) for State Universities, the Classification of Instructional Programs (CIP) Code identifies the particular academic discipline associated with various classroom, teaching laboratory, and research laboratory spaces.

(3) When using the Size of Space and Occupant Design Criteria tables to calculate net square footage, the following procedure may be used. The desired facility space is selected. For some facility spaces, the recommended minimum size or a range of sizes (minimum, norm, maximum) is listed to the right.

For most facility spaces, including classrooms and laboratories, the recommended size depends on the number of occupants, or other kind of unit, the facility space needs to house. In these cases, the number of occupants, or other unit, is multiplied by the square feet per occupant or unit (minimum, norm, or maximum) to get the size of the main space.

Related spaces also are suggested for many facility spaces. They are indicated by FISH (Florida Inventory of School Houses) codes for Public Schools and Vocational-Technical Schools, and by alpha-numeric codes for Community Colleges and State Universities. The codes are shown in the right most column. They are used to look up the names and sizes of the related spaces, which are found at the end of Table (A) for Public Schools and Vocational-Technical Schools and in the separate Table (D) Related Spaces for Community Colleges and State Universities. The square footages for the related spaces are added to the size of the main space to get the total net square footage for the program.

(4) Once program net square footages are determined, other building space may be estimated as follows:

The aggregate amount of program net square footage may be increased up to six (6) percent for interior enclosed space needed for electrical, mechanical, and HVAC equipment. The result is total net square footage for the building.

The square footage for groupings of instructional spaces without fixed seating and without floor-to-ceiling walls, may be enlarged by four (4) additional square feet per student for circulation space. This

additional circulation space should be excluded from the building net square footage amount used to figure the net-to-gross difference explained below.

The total building net square footage may be supplemented for general circulation, interior and exterior walls, open malls, and roof overhangs. The additional space is the net-to-gross square footage difference for the building. The recommended amounts are as follows:

(a) Elementary school (grades N-6): twenty-seven (27) percent of building net square footage.
(b) Middle school (grades 6-9): thirty-two (32) percent of building net square footage.
(c) High school (grades 9-12): thirty-four (34) percent of building net square footage.
(d) Community college, state university, ancillary, and public broadcasting: thirty-four (34) percent of building net square footage.

Refer to the Facility Space Chart (OEF Form 208A, which is a supplement to OEF Form 208, Letter of Transmittal) following these tables, for methods of measuring and calculating net square footage, net-to-gross difference square footage, and gross square footage.

(5) Five Size of Space and Occupant Design Criteria tables are provided.

Table (A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational- Technical Schools.
Table (B) Community Colleges.
Table (C) State Universities.
Table (D) Related Spaces for Community Colleges and State Universities.
Table (E) Public Broadcasting Stations.

(6) For exiting requirements, refer to Section 5.2(1).

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name		IV Recommended Occupants	V NSF/Occupant	VI Related Space
		1. GENERAL EDUCATION SPACE (N-12)				
		a. Classrooms and Laboratories (K-6)				
002	K	Kindergarten Classroom	*	25	38	808, 811, 813, 814
003	1-3	Primary Classroom	*	25	38	808, 813, 814
004	4-6	Intermediate Classroom	*	28	32	808, 813
005	K-6	Resource Room	*	15	32	808
		(One per 150 stations without capacity)				
	K-6	Skills Development Laboratories	*	28	32	808
		(One per 400 stations without capacity)				
006#	K-6	Computer				
007#	K-6	Foreign Language				
008#	K-6	Mathematics				
009#	K-6	Social Studies				
010#	K-6	Language Arts				
011	K-6	Art Laboratory	*	28	37	805, 809, 812
		(one per school without capacity)				
012	K-6	Music Laboratory	*	28	52	806, 809, 831
		(one per school without capacity)				
013	K-6	Physical Education Storage		one	315	
014	K-6	PE Covered Play Area (one per school)		10% cap	36	
015#	K-6	Open Plan Instruction Space	*			
		(see FISH user manual for application)				
		b. Classrooms and Laboratories (6-9)				
020	6-9	Middle/Jr. High Classroom	*	28	30	808
021	6-9	Resource Room	*	15	32	808
		(one per 250 stations without capacity)				
	6-9	Skills Development Laboratories	*	28	32	808
022#	6-9	Computer				
023#	6-9	Foreign Language				
024#	6-9	Mathematics				
025#	6-9	Social Studies				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name		IV Recommended Occupants	V NSF/Occupant	VI Related Space
026#	6-9	Language Arts				
027	6-9	Science Demonstration Classroom	*	28	37	809
028	6-9	General Science Laboratory	*	24	51	809, 812
029	6-9	Art Laboratory	*	28	42	805, 809, 812
030	6-9	General Typing Laboratory	*	28	37	808
031#	6-9	Open Plan Instruction Space (see FISH user manual for application)	*			
		c. Classrooms and Laboratories (9-12)				
035	9-12	Sr. High Classroom	*	28	27	808
036	9-12	Resource Room (one per 250 stations without capacity)	*	15	32	808
	9-12	Skills Development Laboratories	*	28	30	808
037#	9-12	Computer				
038#	9-12	Foreign Language				
039#	9-12	Math				
040#	9-12	Social Studies				
041#	9-12	Language Arts				
042	9-12	Science Demonstration Classroom	*	28	37	809
	9-12	Science Laboratory	*	24	51	809, 812
043#	9-12	General				
044#	9-12	Biology				
045#	9-12	Physics				
046#	9-12	Chemistry				
047	9-12	Art Laboratory	*	28	53	805, 809, 812
048	9-12	General Typing Laboratory	*	28	37	808
049	9-12	J.R.O.T.C.	*	25	42	800, 801, 802, 809
050#	9-12	Open Plan Instruction Space (see FISH user manual for application)	*			
		d. E S E Grades (N-12)				
060	N-12	Special Classroom	*	15	65	809, 812, 813
061	N-12	Self Contained Classroom	*	10	95	809, 811, 813, 817
062	7-12	Special Vocational Programs	*	12	95	809, 813

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name		IV Recommended Occupants	V NSF/Occupant	VI Related Space
063	N-12	PT/OT Laboratory (ESE centers only)		5	200	809, 817
064	N-12	Resource Room (one per 500 stations without capacity)	*	7	96	809, 813
065	N-12	Supplementary Instruction (one per 500 stations)		4	50	809, 813
066	N-12	Observation Booth (one per 500 stations)		4	50	
067	P-12	Time Out Room	one per school		40	
068	N-12	Audiology Laboratory (ancillary facility only)			400	809
069	N-12	Therapy Pool (profound centers only)	one per center		1536	804, 809, 818(2)

Note 1: Additional related spaces or changes in the net square footage allocations may be utilized when supported by program, COFTE, and other relevant data. Spaces 060, 061, 064, 065, 066 are generated at a school center at the rate of one each for every 500 (or major portion thereof) student stations. Space 062 is generated at one for each 1,000 (or major portion thereof) student stations at secondary school centers.

e. Music

075	6-12	Vocal Music Classroom	*	28	57	806, 809, 830, 831, 833
076	6-12	Band Classroom **	*	one	2000	806, 809, 830, 831, 832, 834, 835
077	6-12	Orchestra Classroom	*	28	57	806, 809, 830, 831, 832
078	6-12	General Music Classroom	*	28	37	809, 832
079	6-12	Guitar Laboratory	*	28	37	809, 832
080	6-12	Piano Laboratory	*	28	37	809
081	6-12	Recording Room		5	45	
082	6-12	Instrument Repair		1	110	
083#	6-12	Music Related Space (use for spaces not found in design codes 830-835)				

** Student stations are assigned to design code 076 for band classrooms based on existing satisfactory student stations as follows:

Total Satisfactory Student Stations (Excluding gymnasiums, and band classrooms)	Assign Band Stations

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
		240 or less	30		
		241 - 820	35		
		821 - 1080	40		
		1081 - 1340	45		
		1341 and above	50		
		f. Physical Education Locker Rooms			
090	6-12	Dressing Room - Male	5% cap	12	
091	6-12	Dressing Room - Female	5% cap	12	
092	6-12	Lockers - Male	5% cap	2	
093	6-12	Lockers - Female	5% cap	2	
094	6-12	Showers - Male	5% cap	2	
095	6-12	Showers - Female	5% cap	2	
815	6-12	Rest Room - Male	5% cap	2	
816	6-12	Rest Room - Female	5% cap	2	
096	6-12	Drying Area - Male	5% cap	2	
097	6-12	Drying Area - Female	5% cap	2	
098	6-12	Storage	5% cap	9	
099	6-12	Teachers Shower - Male	one	22	
100	6-12	Teachers Shower - Female	one	22	
		g. Physical Education General Space			
110	6-12	Multipurpose/Instruction	one	1050	
111	6-9	Gymnasium Floor***	* one	5800	
112	9-12	Gymnasium Floor***	* one	6500	
113	6-12	Gymnasium Seating	10% cap	32	
114	6-12	Laundry/Towel Distribution	5% cap	2	
115	6-12	First Aid	5% cap	2	
116	6-12	Training Room (with whirlpool)	one	250	
117	6-12	Weight Room	one	1000	
118	6-12	Wrestling Room	one	1680	
119	6-12	Gymnastics/Dance	one	1050	
120	6-12	Gymnasium Storage	5% cap	3	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
121#	6-12	Other Physical Education Space (use for spaces not found in design codes 800-827)			

*** Student stations are assigned to design codes 111 and 112 for gymnasiums as follows:

Total Satisfactory Student Stations (Excluding gymnasiums, and band classrooms)	Assign PE Stations
240 or less	40
241 - 820	60
281 - 1080	80
1081 - 1340	120
1341 and above	160

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name		IV Recommended Occupants	V NSF/Occupant	VI Related Space
		2. VOCATIONAL-TECHNICAL SPACE (6-PS)				
		a. Agricultural Education				
200	6-9	Orientation & Exploration Laboratory	*	24	40	809, 812, 840
201	9-12	Practical Experience Laboratory	*	24	50	806, 810, 847, 848, 850, 840
202	9-PS	Small Education Laboratory	*	20	55	806, 810, 818(2), 840, 850
203	9-PS	Medium Education Laboratory	*	20	80	806, 810, 818(2), 840, 847, 848, 851
204	9-PS	Large Education Laboratory	*	20	128	806, 810, 818(2), 840, 847, 848, 851
		b. Business Education				
210	6-9	Orientation & Exploration Laboratory	*	24	55	809, 812
211	9-12	Practical Experience Laboratory	*	24	62	809, 812
212	9-PS	Education Laboratory	*	20	73	809, 812
		c. Distributive and Diversified Education				
220	6-9	Orientation & Exploration Laboratory	*	24	40	808
221	9-12	Practical Experience Laboratory	*	24	42	808
222	9-PS	Small Education Laboratory	*	20	55	812, 840
223	9-PS	Medium Education Laboratory	*	20	100	809, 812, 840
224	9-PS	Large Education Laboratory	*	20	200	810, 812, 840
		d. Family and Consumer Sciences				
230	6-9	Orientation & Exploration Laboratory	*	24	70	809, 812, 842, 843, 852
231	9-12	Practical Experience Laboratory	*	24	64	809, 843, 852
232	9-PS	Small Education Laboratory	*	20	55	812, 852
233	9-PS	Medium Education Laboratory	*	20	69	809, 843, 852, 842
234	9-PS	Large Education Laboratory	*	24	90	812, 813 ,843, 852, 842
		e. Technology Education				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name		IV Recommended Occupants	V NSF/Occupant	VI Related Space
240	6-9	Orientation & Exploration Laboratory	*	24	95	808, 849, 851, 852
241	9-12	Small Education Laboratory	*	24	65	808, 850, 852
242	9-12	Medium Education Laboratory	*	24	95	810, 852
243	9-12	Large Education Laboratory	*	24	135	808, 810, 849, 851, 852
		f. Industrial Education				
244	9-PS	Small Education Laboratory	*	20	55	809, 840
245	9-PS	Medium I Education Laboratory	*	20	90	809, 810, 840, 849, 850
246	9-PS	Large Education Laboratory	*	20	200	809, 810, 840, 847, 849, 850
		g. Health Occupations Education				
250	6-9	Orientation & Exploration Laboratory	*	24	46	809
251	9-12	Practical Experience Laboratory	*	24	56	809
252	9-PS	Small Education Laboratory	*	20	60	804, 809, 812, 840
253	9-PS	Medium Education Laboratory	*	20	110	804, 806, 809, 810, 812, 840, 849
254	9-PS	Large Education Laboratory	*	20	165	804, 806, 810, 818, 840, 849
		h. Public Service Education				
260	6-9	Orientation & Exploration Laboratory	*	24	46	808, 810
261	9-12	Practical Experience Laboratory	*	24	55	808
262	9-PS	Small Education Laboratory	*	20	40	809
263	9-PS	Medium Education Laboratory	*	20	65	810, 840
264	9-PS	Large Education Laboratory	*	20	98	810, 840
		i. Vocational Resource Space				
270	9-PS	Work Evaluation Laboratory (one per school)		15	74	810, 853

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
271	9-PS	VPI Vocational Preparatory Instruction (one per school)	15	47	802, 809, 846, 853, 840
272#	9-PS	Vocational Laboratory Support (use for spaces not found in design codes 840-870)			

Note 2: Related and select spaces may be added or deleted based on the unique vocational program needs as supported by enrollment, projections, COFTE, and other data. See "Vocational Recommended Spaces" crosswalk for individual program recommendations provided by the Division of Workforce Development.

Note 3: As per Section 235.15. F.S., the Division of Workforce Development shall establish and transmit to the Office documentation of the need for programs.

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space

Capacity: The number of students that may be housed in a facility at any given time based on a utilization percentage of the total number of existing satisfactory student stations:

Type School	Utilization Factor Percentage	Satisfactory Student Stations
Elementary	100%	All
Middle & Junior High	90%	All
Senior High	70%	300 or less
	75%	301 - 600
	80%	601 - 900
	85%	901 - 1200
	90%	1201 - 1500
	95%	1501 - or more
Combination Schools	90%	All
Exceptional Student Centers	100%	All
Alternative Education Centers		100% All
Designated Area Vocational Centers	120%	All
Designated Adult Centers	150%	All

Note 4: Adult and Vocational Centers have increased utilization factors because of specialized day, evening and weekend use of facilities.

3. AUXILIARY SPACE (N-PS)

a. Administration/Student Services

300	N-PS	Principal's/Director's Office	each	250
301	N-PS	Assistant Principal/Media/Administrative/ Guidance Office	each	175
302	N-PS	Bookkeeping Office	each	125
303	N-PS	Secretarial Space	each	158
304	N-PS	General Administrative Reception Area	5% cap	17
305	N-PS	Production Workroom	5% cap	8
306	N-PS	Conference Room	5% cap	14

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
307	N-PS	Clinic	5% cap	6	
308	N-PS	Administrative Storage	5% cap	10	
309	N-PS	Records Vault/Student Records	5% cap	6	
310	N-PS	School Store	5% cap	2	
311	N-PS	Student Activities Area	5% cap	10	
312	N-PS	Computer Area	5% cap	3	
313	N-PS	Careers Room	5% cap	6	
314	N-PS	Itinerant Office (one per each 400 stations)	each	125	
315	N-PS	Teacher Planning Office	10% cap	20	
316	N-PS	Teacher Lounge/Dining	10% cap	4	
317#	N-PS	General Administrative Space (use for spaces not found in design codes 800-827)			
		b. Custodial			
330	N-PS	Custodial Receiving	10% cap	11	
331#	N-PS	Service Closets			
332#	N-PS	Work Area			
333	N-PS	Flammable Storage	one	155	
334	N-PS	Equipment Storage	one	500	
		c. Food Service			
340	N-PS	Dining Area	10% cap	40	
341	N-PS	Kitchen and Serving Area	10% cap	44	
342#	N-PS	Kitchen Dry Storage Area			
343#	N-PS	Kitchen Office			
344#	N-PS	Kitchen Garbage Wash Area			
345#	N-PS	Kitchen Non-food Storage Area			
346#	N-PS	Kitchen Food Preparation Area			
347#	N-PS	Kitchen Dish Washing Area			
348#	N-PS	Satellite Kitchen			
349	N-PS	Chair Storage	5% cap	4	
350#	N-PS	Other Food Service (use for spaces not found in design codes 800-827)			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
351	6-12	Covered Patio	10% cap	36	
		d. Auditorium (cannot be included with multipurpose room)			
360	6-PS	Auditorium Seating	10% cap	30	
		e. Multipurpose (cannot be included with auditorium)			
361	N-PS	Multipurpose Room	10% cap	31	
362	N-PS	Chair Storage	10% cap	2	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
		f. Stage			
363	N-PS	Stage attached to auditorium, multi-purpose, gym, or dining	one	990	
364	N-PS	Storage	10% cap	5	
365	N-PS	Dressing - Male	5% cap	5	
366	N-PS	Dressing - Female	5% cap	5	
367	N-PS	Control Booth/Projection Room	one	100	
		g. Textbook Storage			
368	N-PS	Textbook Storage Area	5% cap	7	
		h. Student Storage			
369	6-PS	Student Personal Storage	10% cap	5	
		i. Public Use (With Auditorium and/or Gymnasium Per School)			
370	6-PS	Lobby	5% cap	10	
371	6-PS	Concessions	one	200	
372	6-PS	Ticket Booth	one	30	
		j. School Media Center			
380	P-PS	Reading Room/Stacks	10% cap	37	
381	P-PS	Technical Processing Area	10% cap	4	
382	P-PS	Production & Professional Library	10% cap	4	
383	P-PS	AV Storage Area	10% cap	6	
384	P-PS	Periodical Storage Area	10% cap	2	
385	P-PS	Closed Circuit TV(Production, Distribution, and Control)	10% cap	7	
386	P-PS	Closed Circuit Storage Area	10% cap	5	
387	P-PS	Media Production Laboratory	10% cap	5	
388	P-PS	Copying Room	10% cap	2	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
389	P-PS	Small Group Room (view & preview)	5% cap	2	
390	P-PS	Group Projects and Instruction	10% cap	5	
391	P-PS	Media Maintenance and Repair	5% cap	2	

Note 5: Schools that are designated as full-service schools are eligible for certain additional spaces when funded by a site specific state grant and approved by the local school board.

4. ANCILLARY SPACE (DISTRICT)

Total Ancillary Allocation = Survey Projected COFTE x NSF Factor

COFTE	NSF Factor
0 - 10,000	6.00
10,001 - 20,000	5.75
20.000 - 30,000	5.50
30,001 - 50,000	5.25
50,001 - 100,000	5.00
100,001 - 200,000	4.75
200,001 - 600,000	4.50

a. Ancillary Administrative Support (38%)

NSF allocated for ancillary administrative support is to be distributed by the district among design codes 400-415 and 417-428.

400		Superintendent	200
401		Conference Room	100
402		Superintendent's Secretary	
403		Ancillary Secretarial/Clerical Offices	
404	*	Ancillary Reception Area	100
405		Vault	100
406		Assistant Superintendent	180
407		Ancillary Administrative Offices	100
408		Business Operations	
409		Terminal Storage Area (Business Operations)	
410		School Plant Planning	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
411		Word Processing Center			
412		Personnel Services			
413		Central Reproduction and Copy			
414		Central Administrative Supply			
415		Mail Room			
417		Central Security			
418		Ancillary Administrative Storage			
419		Ancillary Flammable Storage			
420		Board Meeting Room		500	
421		Ancillary Staff Lounge		200	
422		Main Lobby and Switchboard			
424		Director's Office			
425		Assistant Director's Office			
426		General Office			
427		Staff Development/Instructional			
428#		Other Ancillary Administrative Support			
		b. Ancillary Custodial Services (2%)			
		NSF allocated for ancillary custodial services is to be distributed by the district for design code 416.			
416		Custodial Services			
		c. Ancillary Computer/Data Center (2%)			
		NSF allocated for ancillary computer/data centers is to be distributed by the district among design codes 500-506.			
500		Programmer Room			
501		Data Processing Technical Area			
502		Data Processing Equipment			
503		Computer Room (Raised Floor)			
504		Off-Line Equipment Room			
505		Ancillary Computer Storage			
506#		Other Central Equipment Support			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
		d. Ancillary Support Facilities (50%)			
		NSF allocated for ancillary support facilities is to be distributed by the district among design codes 510-594.			
510		Warehouse			
515		Central Kitchen			
520		Carpentry Shop			
525		Glazing Shop			
530		Masonry Shop			
535		Small Engine Shop			
540		Electronics Shop			
545		Electrical Shop			
550		Machine Shop			
555		Plumbing Shop			
560		Paint Shop			
565		Welding Shop			
570		Air Conditioning			
575		Carpet Shop			
580		Locksmith Shop			
585		Garage Parts room			
586		Machine Shop			
587		Glass/Upholstery Shop			
588		Body Shop			
589		Paint/Flammable Storage			
590		Paint Bay		800	
591		Tire Storage & Mounting			
592		Work Bay		800	
593		Drivers' Classroom		400	
594		Ancillary Support Storage			
		e. Ancillary Media Services (8%)			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE
(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

I FISH Code	II Grade Level	III Facility Space Name	IV Recommended Occupants	V NSF/Occupant	VI Related Space
		NSF allocated for ancillary media services is to be distributed by the district among design codes 600-612.			
600		Library Warehouse/Stacks			
601		Reference			
602		Professional Library			
603		Periodical/Journal Services			
604		Central Media Processing			
605		Audio Visual Equipment			
606		Closed Circuit TV Laboratory			
607		Closed Circuit Support			
608		Media Production Laboratory			
609		Media Copying Room			
610		Media Maintenance/Repair			
611		Ancillary Media Storage			
612#		Other Ancillary Media Space			
		5. SPECIAL USE DESIGN CODES			
700#		Inside Circulation Area			
701#		Covered Walkway			
702#		Mechanical Room			
703#		Electrical Room			
704#		K-12 In School Suspension or Dention Room	20	30	808, 815, 816
705#		Museum/Gallery/Art Display Room			
707#		Telephone Equipment Room			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(A) Public School, Vocational-Technical and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

FISH Code	Related Space Name	Recommended Occupants	NSF/Occupant	Facility Space
	6. RELATED SPACES			
	a. Combination and General Use Related Spaces			
800	Arms Room		150	049
801	Firing Range (indoor)		2400	049
802	Conference (instructional)		225	049, 271
803	Darkroom		100	047
804	Dispensary		135	069, 252, 253, 254
805	Kiln		60	011, 029, 047
806	Reference		100	012, 075, 076, 077, 201, 202, 203, 204, 253, 254
808	Storage, Material (small)		90	002, 003, 004, 005, 006, 007, 008, 009, 010, 020, 021, 022, 023, 024, 025, 026, 030, 035, 036, 037, 038, 039, 040, 041, 048, 220, 221, 240, 243, 260, 261, 704
809	Storage, Material (medium)		155	045, 046, 047, 048, 060, 061, 062, 063, 064, 065, 068, 069, 075, 076, 077, 078, 079, 080, 200, 210, 211, 212, 222, 223, 230, 231, 233, 244, 245, 250, 251, 252, 253, 262, 271
810	Storage, Material (large)		395	201, 202, 203, 204, 224, 242, 243, 245, 246, 253, 254, 260, 263, 264, 270
811	Storage, Outside		50	002, 061
812	Storage, Project (small)		150	011, 028, 029, 043, 044, 045, 046, 047, 060, 200, 222, 223, 224, 230, 232, 234, 252, 253
813	Storage, Student (N-5, ESE, & Vocational Education)		40	002, 003, 004,060, 061, 062, 064, 065, 234
814	Student Rest Rooms - Male/Female (K-3)		35	002, 003
815	Student Rest Rooms - Male (4-PS)	5% cap	15	
816	Student Rest Rooms - Female (4-PS)	5% cap	15	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(A) Public School, Vocational-Technical and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

FISH Code	Related Space Name	Recommended Occupants	NSF/Occupant	Facility Space
817	Rest Room and Bath, Student (ESE)		100	061, 063
818	Lockers, Rest Rooms, and Showers (ESE & Vocational Education)		225	069, 202, 203, 204, 254
819	Rest Rooms, Staff - Male	5% cap	4	
820	Rest Rooms, Staff - Female	5% cap	4	
821#	Rest Rooms, Staff - Male/Female			
822	Public Rest Rooms - Male	5% cap	2	
823	Public Rest Rooms - Female	5% cap	2	
824	Rest Rooms, Ancillary - Male	5% COFTE	2	
825	Rest Rooms, Ancillary - Female	5% COFTE	2	
826#	Elevators, Freight/Passengers			
827#	Elevators (Passenger/Handicapped)			
	b. Music Related Spaces			
830	Ensemble		300	075, 076, 077
831	Practice; Music, one per 40 students		70	012, 075, 076
832	Storage, Instrument		600	076, 077, 078, 079
833	Storage, Robe		150	075
834	Storage, Uniform		175	076
835	Studio		180	076
	c. Vocational Related Spaces			
840	Classroom for Related Instruction* (Stations are assigned for any space other than approved classrooms associated with vocational laboratory.)	20	34	202, 203, 204, 244, 245, 246
841	Greenhouse		800	202
842	Kitchen (Family and Consumer Sciences)		125	230
843	Laundry (Family and Consumer Sciences)		50	230, 231
846	Reception (instructional)		90	271
847	Storage, Flammable		125	201, 202, 203, 204, 246
848	Storage, Machinery		1100	201, 202, 203, 204
849	Storage, Project (large)		310	240, 243, 245, 246, 253, 254

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(A) Public School, Vocational-Technical and Related Spaces for Public Schools and Vocational-Technical Schools

= Special code used only in the Florida Inventory of School Houses (FISH)
* = Student space used to determine school capacity

FISH Code	Related Space Name	Recommended Occupants	NSF/Occupant	Facility Space
850	Storage, Tool (small)		195	201, 202, 245, 246
851	Storage, Tool (large)		310	203, 204, 240, 243
853	Testing		250	270, 271
852	Technology Resource Center		800	
	d. Vocational Select Spaces			
807	Storage, Equipment		315	
844	Multipurpose Laboratory (Family and Consumer Sciences)		1200	
845	Observation (Family and Consumer Sciences)		50	
854	Vocational Darkroom		225	
861	Animal Shelter		1000	
862	Burn/Fire Maze Instruction		1100	
863	Fitting Room		50	
864	Isolation Room		45	
865	Radio Control Room		100	
866	Radio/Studio(2)		900	
867	TV Control Room (2)		600	
868	TV Studio (2)		1100	
869	X-Ray		135	
870	Test Cell		150	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	EDUCATIONAL FACILITIES					
	1. CLASSROOM SPACES - ALL INSTRUCTIONAL PROGRAMS					
1.00.00	Classroom	Varies	20	25	30	P-4
	2. NON-VOCATIONAL LABORATORY SPACES - ADVANCED AND PROFESSIONAL PROGRAMS					
1.11.01	Agricultural & Natural Resources	Varies				
	Small		35	40	45	P-4
	Medium		50	55	60	P-5; R-4
	Large		70	75	80	P-6; R-5
1.11.02	Architectural & Environmental Design	Varies				
	Small		35	40	45	P-4; R-4
	Large		50	55	60	P-5; R-5
1.11.04	Biological Sciences	Varies				
	Small		35	40	45	P-5; R-5
	Large		50	55	60	P-6; R-6
1.11.09	Engineering	Varies				
	Small		40	50	60	P-4
	Medium		70	80	90	P-5; R-5
	Large		100	125	150	P-8; R-5
1.11.12	Health Professions	Varies				
	Small		40	50	60	P-4
	Medium		70	80	90	P-5; R-5
	Large		100	125	150	P-8; R-6
1.11.19	Physical Sciences	Varies				
	Small		35	40	45	P-4; R-4
	Large		50	55	60	P-6; R-5
1.12.10	Fine & Applied Arts	Varies				
	Art		40	50	60	G-6; P-5; R-5
	Music (Choral or Band)	Peak Load	25	35	45	E-2; 3K-5s; L-8; P-3; R-8; T-3
	Piano		40	50	60	P-5; 2K-5s
	Other Arts		35	40	45	P-5
1.13.11	Foreign Languages	Varies	35	40	45	P-5
1.13.15	Letters	Varies	20	25	30	P-4
1.14.08	Education	Varies	35	45	55	P-5
1.15.05	Business & Management	Varies	35	45	55	P-5
1.16.07	Computer & Information Science	Varies	35	45	55	P-5
1.16.17	Mathematics	Varies	20	25	30	P-4
1.17.03	Area Studies	Varies	20	25	30	P-4
1.17.20	Psychology	Varies				
	Small		35	40	45	P-5
	Large		50	55	60	P-6; R-5
1.17.22	Social Sciences	Varies				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Small		35	40	45	P-5
	Large		50	55	60	P-6; R-5
1.18.06	Communications	Varies	35	45	55	P-5
1.18.13	Home Economics	Varies				
	Small		40	50	60	P-5; R-4
	Large		70	80	90	P-6; R-5
1.18.14	Law	Varies	20	25	30	P-4
1.18.16	Library Science	Varies	20	25	30	P-4
1.18.18	Military Science	Varies	20	25	30	P-4
1.18.21	Public Affairs	Varies	20	25	30	P-4
1.18.23	Theology	Varies	20	25	30	P-4
1.18.49	Interdisciplinary	Varies				
	Small		35	40	45	P-5
	Medium		50	55	60	P-5; R-4
	Large		65	75	85	P-5; R-5
1.19.00	General Degree Transfer	Varies	20	25	30	P-4
1.30.00	3. NON-VOCATIONAL LABORATORY SPACES - ADULT GENERAL AND PREPARATORY PROGRAMS					
	Adult General & Preparatory	15	45	47	49	B-4; P-6; U-3
	Adult General & Preparatory	30	45	47	49	B-4; P-8; U-3
	Adult General & Preparatory	45	45	47	49	2B-4s; Q-2; U-3.1
	Adult General & Preparatory	60	45	47	49	2B-4s; Q-3; U-3.1
	Adult General & Preparatory	75	45	47	49	2B-4s; Q-4; U-3.1
	4. VOCATIONAL LABORATORY SPACES - VOCATIONAL AND TECHNICAL PROGRAMS					
1.21.00	(1) AGRICULTURAL					
	Agricultural Mechanics	20	135	142	149	A-7; I-4; L-7; P-1; P-8; Q-9; S-7
	Agricultural Production & Processing	20	122	128	134	A-7; I-4; L-7; P-1; P-8; Q-9; S-7
	Agricultural Products	20	50	53	55	A-7; M-1; P-8
	Agricultural Supplies & Services	20	50	53	55	A-7; I-3; M-1; P-8
	Forestry	20	70	74	77	A-7; I-4; M-1; P-1; P-8; Q-9; S-5
	Natural Agricultural Resources	20	70	74	77	A-7; I-3; L-8; Q-4
	Ornamental Horticulture	20	48	50	52	A-7; F-7; I-4; M-1; P-2; P-8; Q-9; S-8
1.22.00	(2) DISTRIBUTIVE					
	Custodial & Housekeeping	20	34	36	38	A-7; P-8
	Floristry	20	108	113	118	A-7; M-6; P-8
	Hotel-Motel I	20	41	43	45	P-6
	Hotel-Motel II	20	54	57	59	A-7; L-8; P-6

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Management & Supervision	20	25	27	29	P-6
	Sales Merchandising I	20	54	57	59	P-6
	Sales Merchandising II	20	54	57	59	A-7; L-8; P-6
	Warehousing	20	228	240	252	A-7; D-6; H-5; P-6
1.23.00	(3) HEALTH OCCUPATIONS					
	Cardiopulmonary Technology	15	150	167	183	A-7; Q-7; U-1
	Central Service Aide	20	67	74	82	P-6
	Dental Assisting	15	68	71	75	A-7; C-1; H-7; I-4; J-7; L-4; P-6; U-7; V-3
	Dental Hygiene	15	90	95	100	A-7; C-1; H-7; I-4; J-7; L-4; P-6; U-7; V-3
	Dental Laboratory Technology	15	47	50	52	A-5; H-7; I-4; P-6; U-1
	Diagnostic Medical Sonography	15	72	80	88	A-7; Q-4; U-1
	Electrocardiograph Technology	15	84	88	92	P-8
	Electroencephalograph Technology	15	84	88	92	A-7; Q-2
	Emergency Medical Technology	15	84	88	92	A-7; Q-4; U-2
	Funeral Services	15	144	160	176	I-4; J-3; K-6; L-2.1; N-1; Q-3; T-9
	Health Care Management	20	72	80	88	Q-2
	Health Occupations Cooperative Education	20	50	56	62	P-8
	Health Unit Coordinator	20	67	74	82	P-6
	Hearing Aide Dispensing	15	102	107	112	D-4; P-7
	Hospital Admitting Officer	20	84	88	92	P-6
	Massage	15	60	63	66	A-7; H-7; I-4; N-2; O-5; P-5; Q-5; U-7
	Medical Assisting	15	90	95	100	A-7; K-1; Q-2; U-7
	Medical Laboratory Assisting	15	60	63	66	P-6
	Medical Laboratory Technology	15	86	91	96	A-7; O-7; Q-2; R-4; U-1
	Medical Records Technology	15	84	88	92	A-7; P-6; R-3
	Nuclear Medical Technology	15	72	80	88	A-7; C-3; Q-3; U-1
	Nursing (RN)	15	143	158	173	A-7; H-6; I-2; M-2; Q-3
	Nursing Assisting	15	56	62	68	P-6
	Occupational Therapy Assistant	15	72	80	88	A-7; Q-6; U-1; U-7
	Ophthalmic Laboratory Dispensing	15	75	79	83	D-5; P-8; R-3
	Optometric Assisting	15	60	63	66	B-1; B-5; H-2; H-3; L-4; M-3; Q-1; U-7
	Perfusionist	15	72	80	88	A-7; Q-4; U-1
	Pharmacy Assisting	15	127	133	140	A-7; P-8
	Physical Therapy Aide	15	60	64	67	G-2; H-7; I-4; P-8; U-7
	Physical Therapy Assistant	15	72	80	88	G-2; H-7; I-4; P-8; U-7
	Practical Nursing (LPN)	15	250	263	275	A-7; H-6; I-2; M-1; Q-3
	Psychiatric Technician	15	72	80	88	Q-3
	Radiation Protection Technology	15	72	80	88	A-7; C-3; P-8; U-1

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Radiation Therapy Technology	15	72	80	88	A-7; C-3; Q-4; U-1
	Respiratory Therapist	15	72	80	88	A-7; I-6; Q-3
	Respiratory Therapy Technician	15	90	95	99	A-7; I-6; Q-3
	Surgical Technology	15	90	100	110	N-3; O-6; Q-2; T-7
	Veterinary Technology	15	90	100	110	A-0; A-7; C-2; G-5; H-7; I-4; N-3; O-6; T-7; V-3
1.24.00	(4) HOME ECONOMICS					
	Apparel Manufacturing	20	90	95	100	Q-2; R-4; U-6
	Child Care Services	20	49	52	54	A-7; G-5; G-7; G-8; J-5; P-6; R-1; S-2; 2U-8s
	Clothing Production & Management	20	85	90	94	E-6; G-8; P-8; R-3; U-6
	Clothing Production Services	20	69	73	76	E-6; G-8; P-6
	Consumer Services	20	43	45	47	P-6
	Food Production & Management	20	90	95	100	C-8; F-2; F-5; G-8; I-4; M-5; O-8; P-6
	Home Furnishings Production	20	76	80	84	N-1; R-7; U-6
	Home Management & Supportive Services	20	60	63	66	F-8; G-7; G-8; P-8; V-2
	Interior Design	20	50	53	55	P-8; R-5
	Interior Design Technology	20	76	80	84	H-1; Q-3; R-6
	Power Sewing Machine Operation	20	90	95	100	P-8; R-5
	Upholstery	20	88	93	98	A-7; Q-3; 2R-6s; U-6
1.25.00	(5) OFFICE OCCUPATIONS					
	Accounting & Computing	20	53	56	58	P-5
	Business Data Processing	20	60	63	66	A-7; P-5
	Clerical Occupations	20	49	52	54	P-5
	Secretarial Occupations	20	55	58	61	P-5
	Word Processing	20	66	70	73	P-5
1.26.00	(6) TRADE & INDUSTRIAL					
	Aeronautical Technology	20	148	155	163	A-7; J-6; P-2; Q-8; R-5
	Air-Conditioning, Refrigeration & Heating Technology	20	135	143	150	A-7; P-8; R-7; S-5
	Aircraft Airframe Mechanics	20	113	119	124	A-7; P-2; Q-1; Q-4; R-7; S-6
	Aircraft Piloting & Navigation	20	68	72	75	A-7; E-7; J-1; Q-5
	Aircraft Power Plant Mechanics	20	90	95	100	A-7; P-2; Q-1; R-6; S-6
	Appliance Repair	20	135	143	150	A-7; N-5; P-8; Q-4; R-7; S-5
	Architectural Design & Construction Technology	20	63	66	69	J-2; M-8; P-8; R-5; S-5
	Automotive Body Repair	20	180	190	200	A-7; E-8; O-3; P-2; P-8; R-2; S-5
	Automotive Machine Shop	20	200	213	225	A-7; C-5; Q-2; R-5
	Automotive Mechanics	20	162	171	180	A-7; P-2; P-5; P-8; R-5; S-5

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Automotive Technology	20	56	59	62	A-4; A-7; F-3; H-4; Q-2; R-5
	Automotive Upholstery & Trim	20	90	95	99	P-7; Q-7; S-4
	Aviation Administration	20	72	76	79	A-7; P-8; R-5
	Aviation Ground Control	20	25	27	28	P-5
	Aviation Quality Control	20	81	85	89	P-8; R-5
	Avionics	20	72	76	79	A-7; P-8; R-5; S-3
	Barbering	20	63	66	69	A-7; D-2; L-3; P-4; R-3
	Barge & Boat Operation	20	108	114	119	A-7; P-2; Q-1; U-5
	Biomedical Equipment Technology	20	84	88	92	A-7; C-3; Q-4; V-3
	Blueprint Reading & Estimating	20	25	27	28	P-5
	Boat Building - Wood & Fabricated	20	135	143	150	A-7; O-3; Q-4; S-5
	Broadcasting Technology	20	25	27	28	2J-4s; 2K-8s; 2L-1s; 2L-6s; P-5; T-5
	Building Construction Technology	20	63	66	69	M-8; Q-4; R-5; S-7
	Business Machine Maintenance	20	54	57	59	A-7; A-8; P-5; R-6; S-3
	Cabinet Making, Millwork & Furniture Making	20	162	171	180	A-7; O-2; P-1; Q-7; R-2; R-7; S-6
	Carpentry	20	90	95	100	A-7; Q-7; S-7
	Chemical Technology	20	54	57	59	A-7; G-4; N-5; Q-4; R-5
	Civil Engineering Technology	20	84	93	103	I-8; N-8; Q-5
	Commercial Art	20	113	119	124	A-1; M-7; P-8; R-5; S-3
	Commercial Fishing	20	108	114	119	A-7; F-1; I-3; P-8; R-5
	Commercial Foods & Culinary Arts	20	90	95	100	A-7; D-1; F-2; F-5; H-7; I-4; M-6; N-4; O-8
	Commercial Photography	20	90	95	100	A-3; A-7; C-3; K-7; R-5; S-7; 2T-5s
	Commercial Vehicle Driving	20	31	33	35	Q-3
	Communications Electronics	20	54	57	59	A-7; P-7; S-3
	Computer Electronics	20	72	76	79	A-7; P-8; R-5; S-3
	Construction Trades	20	81	85	89	A-7; 2Q-4s; S-7
	Cosmetology	20	72	76	79	A-7; D-3; E-3; F-8; G-8; I-1; L-3; P-6; U-7; V-1
	Custodial Services	20	34	36	38	Q-2
	Diesel Engine Mechanics	20	102	107	112	A-7; C-7; G-3; P-2; Q-1; S-6
	Drafting & Design Technology	20	72	76	79	M-8; P-8; R-5
	Dry Cleaning & Laundering	20	81	85	89	A-7; D-8; P-1; 2P-8s; R-5
	Electric Motor & Generator Mechanics	20	72	76	79	A-7; P-8; R-5; S-4
	Electrical Line Service & Repair	20	108	114	119	A-7; Q-1; S-6
	Electrical Technology	20	68	72	75	A-7; Q-1; T-2
	Electrical Wiring	20	108	114	119	A-7; Q-1; S-8
	Electromechanical Technology	20	110	115	120	E-1; F-9; Q-9; R-5; S-6

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Electronic Chassis Assembly	20	72	76	79	A-7; Q-1; S-4
	Electronic Technology	20	72	76	79	A-7; P-8; R-5; S-4
	Engineering Model Making	20	113	119	124	Q-1; R-5; S-4
	Engineering Related Technology	20	25	27	28	P-6
	Floor Covering Installation	20	54	57	59	A-7; Q-6; S-5
	Gas Service Installation & Repair	20	54	57	59	A-7; P-7; R-4; S-4
	Gasoline Engine Mechanics	20	90	95	99	A-7; A-8; P-1; P-6; R-6; S-4; U-5
	Glazing	20	81	85	89	A-7; D-8; P-8; S-5
	Graphic Arts Technology	20	135	142	149	A-3; A-7; C-2; H-1; Q-2
	Graphic Design Technology	20	54	57	59	A-1; A-7; K-4; P-8; R-5
	Gun Smithing	20	90	95	100	A-7; P-8; R-5; S-4
	Heavy Duty Truck & Bus Mechanics	20	162	170	178	A-7; C-7; G-3; P-2; Q-5; S-6; T-8
	Heavy Equipment Mechanics	20	160	170	180	A-7; C-5; G-3; H-5; P-2; Q-1; S-6; T-8
	Heavy Equipment Operation	20	31	33	34	Q-1
	Industrial Electricity	20	81	85	89	A-7; Q-2; S-4
	Industrial Electronics	20	72	76	79	A-7; P-8; R-5; S-4
	Industrial Machinery Maintenance & Repair	20	135	140	145	A-7; C-5; Q-2; R-5; S-4; T-8
	Industrial Plastics	20	108	114	119	A-7; Q-2; R-5; S-4
	Industrial Technology	20	68	72	75	A-7; Q-4; S-5
	Instrument Repair	20	54	57	59	A-7; P-5; S-4
	Instrumentation Technology	20	68	72	75	A-7; Q-5; S-5
	Insulation Installation	20	81	85	89	A-7; D-8; Q-4; S-5
	Jewelry Manufacturing & Repair	20	81	85	89	P-7; R-5; S-3
	Laser/Electro-Optic Technology	20	108	114	120	A-7; F-8.1; G-9; G-9.1; P-1; Q-8; T-1
	Lathing	20	81	85	89	A-7; O-9; P-8
	Machine Shop	20	140	147	154	A-7; Q-2; R-5; S-5
	Manufacturing Technology	20	135	142	149	Q-4; S-5
	Marine Mechanics	20	162	170	178	A-7; P-1; Q-3; S-6; U-5
	Masonry	20	90	95	100	A-7; C-6; O-9; Q-1; S-5
	Mechanical Design Technology	20	63	66	69	M-8; P-8; R-5
	Metal Fabrication	20	108	114	119	A-7; Q-3; R-5; S-5
	Motorcycle Mechanics	20	90	95	100	A-7; A-8; P-1; P-7; 2R-5s; S-4; U-4
	Occupational Safety & Health	20	25	27	28	P-5
	Optical Technology	20	34	36	38	A-7; H-2; H-3; I-7; P-7
	Ornamental Iron Work	20	90	95	100	A-7; Q-1; S-5
	Painting & Decorating	20	81	85	89	A-7; D-8; P-2; Q-1; R-2; S-4
	Photographic Technology	20	90	95	100	A-3; A-7; C-3; K-7; P-8; R-5; S-7; 2T-5s

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Plastering	20	81	85	89	A-7; D-8; Q-1; S-4
	Plumbing	20	108	114	119	A-7; O-9; Q-1; S-4
	Printing & Graphic Arts	20	135	142	149	A-3; A-7; C-2; F-6; H-1
	Quality Control & Reliability Technology	20	54	56	57	A-7; P-8
	Radio & Television Servicing	20	81	85	89	A-7; Q-4; R-7; S-5
	Related Trade & Industrial Technology	20	25	27	28	P-5
	Roofing	20	81	85	89	A-7; D-8; P-2; Q-3; S-4
	Safety Engineering Technology	20	54	57	59	A-7; P-5
	School Bus Driver Training	20	25	27	28	P-5
	Sewing Machine Maintenance & Repair	20	54	57	59	A-7; A-8; P-8; R-5; S-3
	Sheet Metal Work	20	108	114	119	A-7; Q-3; S-5
	Shoe Repair & Leather Work	20	68	72	75	A-7; P-6; R-3; S-4
	Stationary Energy Systems	20	135	142	150	A-7; P-8; S-6; T-8
	Structural Steel Work	20	90	95	100	A-7; P-8; S-6; T-8
	Surveying & Mapping Technology	20	63	66	69	G-4; K-2; M-8; P-8
	Technical Illustration	20	63	66	69	A-1; M-8; Q-2; R-6
	Technical Writing & Publication	20	63	66	69	M-8; P-8; R-5
	Telephone Technology	20	34	36	37	A-7; P-8; S-5
	Television Production Technology	20	25	27	28	B-3; D-7; K-8; L-1; L-2; T-6
	Tile Setting	20	81	85	89	A-7; D-8; P-8; S-4
	Tool & Die Making	20	140	147	154	A-7; Q-2; R-5; S-5
	Tractor & Trailer Body Repair & Refinishing	20	200	213	225	A-7; D-8; E-8; O-3; P-2; Q-4; R-2; S-5
	Trade & Industrial Supervision & Management	20	54	57	59	A-7; C-4; P-8
	Upholstery	20	90	95	99	Q-7; S-4; U-6
	Vending & Recreational Machine Repair	20	90	95	100	A-7; P-7; R-5; S-4
	Watchmaking & Repair	20	54	56	57	P-5; S-3
	Welding Technology	20	135	142	149	A-7; Q-4; S-5
1.27.00	(7) PUBLIC SERVICE					
	Air Pollution Control Technology	20	84	93	103	A-7; F-4; Q-5
	Audio-Visual Media Technology	20	70	78	86	A-7; C-3; K-4; Q-1; R-6
	Bail Bonding	18	33	35	37	P-5
	Correctional Officer	18	74	82	90	A-7; 2I-4s; Q-1
	Criminal Justice Assisting	18	91	96	100	A-7; C-2; K-3; P-7
	Criminal Justice Technology	18	76	80	83	A-7; B-7; C-3; K-4; M-1; U-1
	Education Technology	20	70	78	86	Q-1; R-6
	Fire Fighting	18	90	100	110	A-2; A-7; E-4; 2I-4s; P-2; Q-4;

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
						S-8
	Fire Science Technology	18	90	100	110	A-7; P-1; Q-4
	Law Enforcement	18	91	96	100	A-0.1; A-7; C-3; E-5; 2I-5s; K-4; M-1; Q-1
	Legal Assisting	18	56	62	67	Q-1; U-1
	Library Assisting	20	70	78	86	Q-1; U-1
	Private Security Guard	18	67	74	80	P-7
	Public Administration Technology	20	70	78	86	A-7; M-1; Q-1
	Public Service Telecommunications	20	41	44	47	B-2; Q-1
	Recreation Technology	20	28	29	31	A-7; P-7
	Social Services Technology	20	70	78	86	A-7; P-8
	Teacher Aide	20	70	78	86	Q-1
	Urban Planning Technology	20	84	93	103	A-7; K-2; M-1; Q-5
	Water & Wastewater Technology	20	84	93	103	A-7; Q-3; U-1
	Water & Wastewater Treatment Plant Operator	20	84	93	103	A-7; Q-3; U-1
	AUXILIARY AND ANCILLARY FACILITIES					
	5. LIBRARY/STUDY SPACES					
4.11.00	Library Facilities					
	Reading/Study Rooms	Per Reader Station	20	25	30	
	Stacks	Per Volume	.09	.10	.11	
	Production/Workroom	Per Occupant	25	30	35	
	Technical Processing	Per Reader Station	5	5.5	6	
	Entrance/Lobby/Card Catalog/Circulation Desk	Per Reader Station	2	2.5	3	
	6. AUDIOVISUAL SERVICES SPACES					
4.12.00	Audiovisual, Radio, Television Facilities (Up to 10,000 FTEs)					
	Graphics		1300	1450	1600	
	Photography		1000	1100	1200	
	Equipment & Materials Circulation		1000	1200	1400	
	Equipment Maintenance		650	750	850	
	TV Audio Distribution		1300	1450	1600	
	Audio Services & Radio		1200	1300	1400	
	Studio		1300	1450	1600	
	Shops & Storage		5000	5500	6000	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Audiovisual, Radio, Television Facilities (More than 10,000 FTEs)					
	Graphics		1600	1750	1900	
	Photography		1200	1300	1400	
	Equipment & Materials Circulation		1400	1600	1800	
	Equipment Maintenance		850	950	1050	
	TV Audio Distribution		1600	1750	1900	
	Audio Services & Radio		1400	1500	1600	
	Studio		1600	1750	1900	
	Shops & Storage		6000	6500	7000	
	7. AUDITORIUM SPACES					
4.14.00	Auditorium Facilities					
	Fixed Seating	Per Occupant	7	8	9	
	Stage	Per Peak Load to Perform at One Time	11	12	13	
	Storage	Per Number to Perform	10	11	12	
	Dressing Rooms	Per Number to Perform	8	9	10	
	Projection & Control	Per Auditorium	200	275	350	
	Lobby	Per Number Seated	.5	.6	.7	
	Ticket Booths	Per Ticket Window	25	30	35	
	Public Restrooms	Per Number Seated	.2	.3	.4	
	8. STUDENT SERVICES SPACES					
5.00.00	Food Facilities					
	Dining - Snack Bar	Per Occupant	10	11	12	
	Dining - Cafeteria (Including kitchen)	Per Occupant	13	14	15	
	Dining - Cafeteria (Excluding kitchen)	Per Occupant	10	11	12	
	Student Lounge Facilities	Per Occupant	10	11	12	
	Merchandising Facilities					
	Bookstore	Per FTE Student Up to 5,000	.4	.5	.6	
	Bookstore	Per FTE Student 5,000 to 10,000	.2	.3	.4	
	Bookstore	Per FTE Student Above 10,000	.09	.1	.2	
	Recreation Facilities	Per Occupant	15	20	25	
	Meeting Facilities	Per Occupant	10	11	12	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
5.70.00	Student Health Services -- Out-Patient Clinic					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Physician's Office	One	140	150	160	
	Secretary/Clerk's Office - Single	One	100	110	120	
	Secretary/Clerk's Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Nurses' Station	Per Occupant	90	100	110	
	Waiting Room	Per Number Seated	20	25	30	
	Examination Room		110	120	130	
	Treatment Room		120	135	150	
	Surgery (minor)		140	150	160	
	Dental		140	150	160	
	X-Ray		140	150	160	
	Darkroom		80	100	120	
	Viewing		50	60	70	
	Laboratory	Per Clinic	500	750	1000	
	Pharmacy	Per Clinic	500	750	1000	
	Supplies		120	130	140	
	Storage		120	130	140	
	Patient Toilet		30	35	40	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	9. PHYSICAL EDUCATION SPACES					
5.00.00	Gymnasium (Playing area and safety zones)	Per Campus	6800	7000	7200	
	Gymnasium Seating	Per Gym Seat	2.5	2.8	3.1	
	Dressing Room - Male	Peak Load	12	12.5	13	
	Dressing Room - Female					
	Lockers - Male	Peak Load	1.5	2	2.5	
	Lockers - Female					
	Showers - Male	Peak Load	4	4.2	4.4	
	Showers - Female					
	Drying Area - Male	Peak Load	1.5	2	2.5	
	Drying Area - Female					
	Student Rest Rooms - Male	Peak Load	1.5	2	2.5	
	Student Rest Rooms - Female					
	Instr. Rest Rooms - Male	Per				
	Instr. Rest Rooms - Female	Instructor	20	22	24	
	Lobby	Per Gym Seat	.5	.6	.7	
	Concession	Per Gym Seat	.1	.2	.3	
	Ticket Booth	Per Window	25	30	35	
	Public Rest Rooms - Male	Per Gym Seat	.1	.15	.2	
	Public Rest Rooms - Female					
	Equipment Storage	Peak Load	6	6.5	7	
	First Aid, Physical Therapy	Per Campus	715	750	785	
	Wrestling Room	Per Campus	1600	1680	1760	
	Weight Room	Peak Load	4.5	4.75	5	
	Laundry/Towel Distribution	Peak Load	1.5	2	2.5	
	Dance	Peak Load	7.5	8	8.5	
	Gymnastics	Peak Load	7.5	8	8.5	
	Boxing Ring	Per Ring	860	900	940	
	Punching Bag (Light)	Per Bag	12	15	18	
	Punching Bag (Heavy)	Per Bag	30	35	40	
	Fencing	Per Strip	315	325	335	
	Pool and Support					
	Pool Manger's Office (Minimum of 3 ft. above deck level)		110	120	130	
	Chemical Storage Area		90	100	110	
	First Aid/Lifeguard Station		110	120	130	
	Decking Area (Non-slip surface around entire pool area)		6	7	8	
	Pump Room Filtration, etc.			Depending upon design		
	Handicapped	Provide chair lift with swing-out arm and one set of built-in shallow-area steps. Rest rooms and showers to meet				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
			handicapped regulations.			
	10. OFFICE SPACES					
1.00.00	Instructional Office Facilities					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Faculty Office - Single	One	110	120	130	
	Faculty Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk's Office - Single	One	100	110	120	
	Secretary/Clerk's Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	
	Faculty Lounge	Per Occupant	10	11	12	
5.00.00	Student Office Facilities					
	Office - Single	One	100	110	120	
	Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Publications Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Counseling Area	Varies	100 NSF for first person, plus 20 NSF for each additional person			
	Testing Area	Varies	100 NSF for first person, plus 15 NSF for each additional person			
Varies	Staff Office Facilities					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Staff Office - Single	One	110	120	130	
	Staff Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk's Office - Single	One	100	110	120	
	Secretary/Clerk's Office - Multiple	Varies	105 NSF for first person, plus			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
			50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus			
			35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	
	Staff Lounge	Per Occupant	10	11	12	
6.00.00	Administrative Office Facilities					
	President's Office	One	250	300	350	
	Vice President's Office	One	200	225	250	
	Dean's Office	One	200	225	250	
	Bursar's Office	One	175	200	225	
	Registrar's Office	One	175	200	225	
	Other Administrator	One	125	150	175	
	Secretary/Clerk's Office - Single	One	110	120	130	
	Secretary/Clerk's Office - Multiple	Varies	115 NSF for first person, plus			
			55 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	20	25	30	
	Workroom	Varies	125 NSF for first person, plus			
			35 NSF for each additional person			
	Files		120	135	150	
	Supplies		100	125	150	
	Storage		125	150	175	
	NONASSIGNABLE FACILITIES					
9.00.00	Sanitation Facilities					
	Student Restrooms	Per FTE Student	1.25	1.50	1.75	
	Staff/Public Restrooms	Per FTE Student	0.20	0.25	0.30	
	Custodial Facilities	Per FTE Student	1.00	1.10	1.20	
	Flammable Storage		250	300	350	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	EDUCATIONAL FACILITIES					
	1. CLASSROOM SPACES - ALL ACADEMIC DISCIPLINES					
	Classroom	*Varies*	*20*	*22*	*24*	*P-4*
	2. TEACHING LABORATORY SPACES - ALL ACADEMIC DISCIPLINES					
01.0XXX	*Agribusiness & Agricultural Production*	*Varies*				
	Small		*55*	*60*	*65*	*P-5; R-4*
	Large		*70*	*80*	*90*	*P-6; R-5*
	Specialty		*60*	*70*	*80*	*F-7; I-4; M-1; P-2; P-8; Q-9; S-8*
02.0XXX	*Agriculture Sciences*	*Varies*				
	Small		*55*	*60*	*65*	*P-5; R-4*
	Large		*70*	*80*	*90*	*P-6; R-5*
	Specialty		*60*	*70*	*80*	*A-0; F-7; I-4; M-1; P-2; P-8; Q-9; S-8*
03.0XXX	*Renewable Natural Resources*	*Varies*				
	Small		*55*	*60*	*65*	*P-5; R-4*
	Large		*70*	*80*	*90*	*P-6; R-5*
	Specialty		*60*	*70*	*80*	*F-7; I-4; M-1; P-2; P-8; Q-9; S-8*
04.0XXX	*Architecture & Environmental Design*	*Varies*				
	Small		*60*	*65*	*70*	*P-5; R-5*
	Large		*90*	*100*	*110*	*P-6; R-6*
	Specialty		*70*	*85*	*100*	*J-2; M-1; M-8; P-8; R-5; S-5*
05.0XXX	*Area & Ethnic Studies*	*Varies*	*25*	*30*	*35*	*P-4*
09.0XXX	*Mass Communication*	*Varies*	*30*	*35*	*40*	*P-5*
	Advertising & Publications		*45*	*55*	*65*	*C-3; H-1; P-8; R-5; U-1*
	Broadcasting		*35*	*45*	*55*	*D-6; 2J-4s; 2K-8s; 2L-1s; 2L-6s; P-6; 2T-5s*
11.0XXX	*Computer & Information Sciences*	*Varies*	*45*	*50*	*55*	*P-5*
13.XXXX	*Education*	*Varies*	*40*	*45*	*50*	*P-6; R-4*

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
14.XXXX	Engineering	Varies				
	Small		65	75	85	P-5; R-5
	Large		110	125	140	P-6; R-6
	Specialty		75	100	125	G-4; M-8; Q-1; U-1
15.XXXX	Engineering Technology	Varies				
	Small		65	75	85	P-5; R-5
	Large		90	100	110	P-6; R-6
	Specialty		80	90	100	G-4; M-8; Q-1; U-1
16.XXXX	Foreign Languages	Varies	35	40	45	P-5
19.0XXX	Home Economics / Human Sciences	Varies	45	50	55	P-6; R-4
	Dietetics & Nutrition		70	85	100	C-8; F-2; F-5; G-8; M-5; O-8; P-6
	Textiles & Clothing		70	85	100	E-6; G-8; P-8; R-3; U-6
22.01XX	Law	Varies	25	30	35	P-4
23.XXXX	Letters	Varies	25	30	35	P-4
24.010X	Liberal / General Studies	Varies	25	30	35	P-4
25.0101	Library & Archival Sciences	Varies	25	30	35	P-4
26.0XXX	Life Sciences	Varies				
	Small		50	55	60	J-7; P-6; R-4
	Large		70	80	90	J-7; P-7; R-5
27.0XXX	Mathematics	Varies	25	30	35	P-4
30.XXXX	Multi / Interdisciplinary Study	Varies	25	30	35	P-4
31.0XXX	Parks, Recreation, Leisure & Fitness	Varies	35	40	45	P-5
38.0XXX	Philosophy, Religion, Theology	Varies	25	30	35	P-4
40.0XXX	Physical Sciences	Varies				
	Small		50	55	60	J-7; P-6; R-4
	Large		65	75	85	J-7; P-7; R-5
42.XXXX	Psychology	Varies				
	Small		35	40	45	B-3; P-6; R-4
	Large		45	50	55	B-4; P-7; R-5

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
43.010X	Protective Services	Varies	25	30	35	P-4
44.0XXX	Public Administration & Services	Varies	20	30	35	P-4
45.XXXX	Social Sciences	Varies				
	Small		30	35	40	P-4
	Large		40	45	50	P-6; R-5
50.0XXX	Visual & Performing Arts	Varies	65	75	85	P-5
	Dance		75	100	125	2I-4s; P-6
	Dramatic Arts		75	100	125	2I-4s; 2Q-3s
	Music		65	75	85	E-2; 3K-5s; L-8; P-3; R-8; T-3
	Visual Arts		75	100	125	G-6; H-1; K-3; P-7; R-2; R-5
51.XXXX	Health Professions & Related Sciences	Varies				
	Small		40	50	60	L-7; P-5
	Large		65	75	85	B-4; I-6; M-1; Q-1
	Clinical Specialty		65	75	85	B-1; C-1; D-3; G-5; H-7; I-4; J-5; L-4; N-3; O-7; 2P-7s; T-3; T-7; 2U-7s; V-3
	Physical Therapy		65	75	85	G-2; H-7; I-4; N-2; O-5; O-9; P-5; U-7
	Scientific Specialty		40	50	60	A-6; J-7; L-8; Q-1; U-1
52.XXXX	Business & Management	Varies	25	30	35	P-4
	3. RESEARCH LABORATORY SPACES - ALL ACADEMIC DISCIPLINES					
01.0XXX	Agribusiness & Agricultural Production	Per Occupant	400	450	500	
02.0XXX	Agriculture Sciences	Per Occupant	400	450	500	
03.0XXX	Renewable Natural Resources	Per Occupant	400	450	500	
04.0XXX	Architecture & Environmental Design	Per Occupant	325	375	425	
05.0XXX	Area & Ethnic Studies	Per Occupant	70	75	80	
09.0XXX	Mass Communication	Per Occupant	325	375	425	
11.0XXX	Computer & Information Sciences	Per Occupant	70	75	80	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants		NSF/Occupant Min.	Norm	Max.	Related Space
13.XXXX	*Education*	*Per Occupant*	*70*	*75*	*80*		
14.XXXX	*Engineering*	*Per Occupant*		*400*	*450*	*500*	
15.XXXX	*Engineering Technology*	*Per Occupant*		*400*	*450*	*500*	
16.XXXX	*Foreign Languages*	*Per Occupant*		*70*	*75*	*80*	
19.0XXX	*Home Economics/Human Sciences*	*Per Occupant*		*325*	*375*	*425*	
22.01XX	*Law*	*Per Occupant*		*70*	*75*	*80*	
23.XXXX	*Letters*	*Per Occupant*		*70*	*75*	*80*	
24.010X	*Liberal/General Studies*	*Per Occupant*		*70*	*75*	*80*	
25.0101	*Library & Archival Sciences*	*Per Occupant*		*70*	*75*	*80*	
26.0XXX	*Life Sciences*	*Per Occupant*		*400*	*450*	*500*	
27.0XXX	*Mathematics*	*Per Occupant*		*70*	*75*	*80*	
30.XXXX	*Multi/Interdisciplinary Study*	*Per Occupant*		*70*	*75*	*80*	
31.0XXX	*Parks, Recreation, Leisure & Fitness*	*Per Occupant*		*70*	*75*	*80*	
38.0XXX	*Philosophy, Religion, Theology*	*Per Occupant*		*70*	*75*	*80*	
40.0XXX	*Physical Sciences*	*Per Occupant*		*400*	*450*	*500*	
42.XXXX	*Psychology*	*Per Occupant*		*325*	*375*	*425*	
43.010X	*Protective Services*	*Per Occupant*		*70*	*75*	*80*	
44.0XXX	*Public Administration & Services*	*Per Occupant*		*70*	*75*	*80*	
45.XXXX	*Social Sciences*	*Per Occupant*		*70*	*75*	*80*	
50.0XXX	*Visual & Performing Arts*	*Per Occupant*		*325*	*375*	*425*	
51.XXXX	*Health Professions & Related Sciences*	*Per Occupant*		*400*	*450*	*500*	
52.XXXX	*Business & Management*	*Per Occupant*		*70*	*75*	*80*	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	AUXILIARY AND ANCILLARY FACILITIES					
	4. GYMNASIUM SPACES					
	Gymnasium (Playing area and safety zones)	*Per Campus*	*6800*	*7000*	*7200*	
	Gymnasium Seating	*Per Gym Seat*	*2.5*	*2.8*	*3.1*	
	Dressing Room - Male	*Peak Load*	*12*	*12.5*	*13*	
	Dressing Room - Female					
	Lockers - Male	*Peak Load*	*1.5*	*2*	*2.5*	
	Lockers - Female					
	Showers - Male	*Peak Load*	*4*	*4.2*	*4.4*	
	Showers - Female					
	Drying Area - Male	*Peak Load*	*1.5*	*2*	*2.5*	
	Drying Area - Female					
	Student Rest Rooms - Male	*Peak Load*	*1.5*	*2*	*2.5*	
	Student Rest Rooms - Female					
	Instr. Rest Rooms - Male	*Per*				
	Instr. Rest Rooms - Female	*Instructor*	*20*	*22*	*24*	
	Lobby	*Per Gym Seat*	*.5*	*.6*	*.7*	
	Concession	*Per Gym Seat*	*.1*	*.2*	*.3*	
	Ticket Booth	*Per Window*	*25*	*30*	*35*	
	Public Rest Rooms - Male	*Per Gym Seat*	*.1*	*.15*	*.2*	
	Public Rest Rooms - Female					
	Equipment Storage	*Peak Load*	*6*	*6.5*	*7*	
	First Aid, Physical Therapy	*Per Campus*	*715*	*750*	*785*	
	Wrestling Room	*Per Campus*	*1600*	*1680*	*1760*	
	Weight Room	*Peak Load*	*4.5*	*4.75*	*5*	
	Laundry/Towel Distribution	*Peak Load*	*1.5*	*2*	*2.5*	
	Dance	*Peak Load*	*7.5*	*8*	*8.5*	
	Gymnastics	*Peak Load*	*7.5*	*8*	*8.5*	
	Boxing Ring	*Per Ring*	*860*	*900*	*940*	
	Punching Bag (Light)	*Per Bag*	*12*	*15*	*18*	
	Punching Bag (Heavy)	*Per Bag*	*30*	*35*	*40*	
	Fencing	*Per Strip*	*315*	*325*	*335*	
	Pool and Support					
	Pool Manger's Office (Minimum of 3 ft. above deck level)		*110*	*120*	*130*	
	Chemical Storage Area		*90*	*100*	*110*	
	First Aid/Lifeguard Station		*110*	*120*	*130*	
	Decking Area (Non-slip surface around entire pool area)		*6*	*7*	*8*	
	Pump Room Filtration, etc.		*Depending upon design*			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Handicapped	*Provide chair lift with swing-out arm and one set of built-in shallow-area steps. Rest rooms and showers to meet handicapped regulations.*				
	5. LIBRARY / STUDY SPACES					
	Library/Study Facilities					
	Reading/Study Rooms	*Per Reader Station*	*20*	*25*	*30*	
	Carrels	*Per Occupant*	*25*	*30*	*35*	
	Stacks	*Per Volume*	*.09*	*.10*	*.11*	
	Production/Workroom	*Per Occupant*	*25*	*30*	*35*	
	Technical Processing	*Per Reader Station*	*5*	*5.5*	*6*	
	Entrance/Lobby/Card Catalog/ Circulation Desk	*Per Reader Station*	*2*	*2.5*	*3*	
	6. INSTRUCTIONAL MEDIA SPACES					
	Instructional Media, Radio, Television Facilities (Up to 10,000 FTEs)					
	Graphics		*1300*	*1450*	*1600*	
	Photography		*1000*	*1100*	*1200*	
	Equipment & Materials Circulation		*1000*	*1200*	*1400*	
	Equipment Maintenance		*650*	*750*	*850*	
	TV Audio Distribution		*1300*	*1450*	*1600*	
	Audio Services & Radio		*1200*	*1300*	*1400*	
	Studio		*1300*	*1450*	*1600*	
	Shops & Storage		*5000*	*5500*	*6000*	
	Instructional Media, Radio, Television Facilities (More than 10,000 FTEs)					
	Graphics		*1600*	*1750*	*1900*	
	Photography		*1200*	*1300*	*1400*	
	Equipment & Materials Circulation		*1400*	*1600*	*1800*	
	Equipment Maintenance		*850*	*950*	*1050*	
	TV Audio Distribution		*1600*	*1750*	*1900*	
	Audio Services & Radio		*1400*	*1500*	*1600*	
	Studio		*1600*	*1750*	*1900*	
	Shops & Storage		*6000*	*6500*	*7000*	
	7. AUDITORIUM SPACES					

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Auditorium Facilities					
	Fixed Seating	*Per Occupant*	*7*	*8*	*9*	
	Stage	*Per Peak Load to Perform at One Time*	*11*	*12*	*13*	
	Storage	*Per Number to Perform*	*10*	*11*	*12*	
	Dressing Rooms	*Per Number to Perform*	*8*	*9*	*10*	
	Projection & Control	*Per Auditorium*	*200*	*275*	*350*	
	Lobby	*Per Number Seated*	*.5*	*.6*	*.7*	
	Ticket Booths	*Per Ticket Window*	*25*	*30*	*35*	
	Public Restrooms	*Per Number Seated*	*.2*	*.3*	*.4*	
	8. ACADEMIC SUPPORT SPACES					
	Student Academic Support Facilities					
	Academic Meeting Room	*Per Occupant*	*10*	*12*	*14*	
	Service Area		*75*	*100*	*125*	
	9. OFFICE SPACES					
	Instructional Office Facilities					
	Director's Office	*One*	*150*	*175*	*200*	
	Other Administrator	*One*	*125*	*135*	*145*	
	Faculty Office - Single	*One*	*110*	*120*	*130*	
	Faculty Office - Multiple	*Varies*	*115 NSF for first person, plus 55 NSF for each additional person*			
	Secretary/Clerk's Office - Single	*One*	*100*	*110*	*120*	
	Secretary/Clerk's Office - Multiple	*Varies*	*105 NSF for first person, plus 50 NSF for each additional person*			
	Reception	*Per Number Seated*	*15*	*20*	*25*	
	Conference	*Per Occupant*	*15*	*20*	*25*	
	Workroom	*Varies*	*100 NSF for first person, plus 35 NSF for each additional person*			
	Files		*110*	*120*	*130*	
	Supplies		*100*	*125*	*150*	
	Storage		*125*	*150*	*175*	
	Faculty Lounge	*Per Occupant*	*10*	*11*	*12*	
	Student Office Facilities					
	Office - Single	*One*	*100*	*110*	*120*	
	Office - Multiple	*Varies*	*105 NSF for first person, plus 50 NSF for each additional person*			
	Publications Workroom	*Varies*	*100 NSF for first person, plus 35 NSF for each additional person*			

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Counseling Area	*Varies*	*100 NSF for first person, plus 20 NSF for each additional person*			
	Testing Area	*Varies*	*100 NSF for first person, plus 15 NSF for each additional person*			
	Staff Office Facilities					
	Director's Office	*One*	*150*	*175*	*200*	
	Other Administrator	*One*	*125*	*135*	*145*	
	Staff Office - Single	*One*	*110*	*120*	*130*	
	Staff Office - Multiple	*Varies*	*115 NSF for first person, plus 55 NSF for each additional person*			
	Secretary/Clerk's Office - Single	*One*	*100*	*110*	*120*	
	Secretary/Clerk's Office - Multiple	*Varies*	*105 NSF for first person, plus 50 NSF for each additional person*			
	Reception	*Per Number Seated*	*15*	*20*	*25*	
	Conference	*Per Occupant*	*15*	*20*	*25*	
	Workroom	*Varies*	*100 NSF for first person, plus 35 NSF for each additional person*			
	Files		*110*	*120*	*130*	
	Supplies		*100*	*125*	*150*	
	Storage		*125*	*150*	*175*	
	Staff Lounge	*Per Occupant*	*10*	*11*	*12*	
	Administrative Office Facilities					
	President's Office	*One*	*250*	*300*	*350*	
	Vice President's Office	*One*	*200*	*225*	*250*	
	Dean's Office	*One*	*200*	*225*	*250*	
	Bursar's Office	*One*	*175*	*200*	*225*	
	Registrar's Office	*One*	*175*	*200*	*225*	
	Other Administrator	*One*	*125*	*150*	*175*	
	Secretary/Clerk's Office - Single	*One*	*110*	*120*	*130*	
	Secretary/Clerk's Office - Multiple	*Varies*	*115 NSF for first person, plus 55 NSF for each additional person*			
	Reception	*Per Number Seated*	*15*	*20*	*25*	
	Conference	*Per Occupant*	*20*	*25*	*30*	
	Workroom	*Varies*	*125 NSF for first person, plus 35 NSF for each additional person*			
	Files		*120*	*135*	*150*	
	Supplies		*100*	*125*	*150*	
	Storage		*125*	*150*	*175*	
	10. OTHER ASSIGNABLE SPACES					
	Food Facilities					

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Dining - Snack Bar	*Per Occupant*	*10*	*11*	*12*	
	Dining - Cafeteria (Including kitchen)	*Per Occupant*	*13*	*14*	*15*	
	Dining - Cafeteria (Excluding kitchen)	*Per Occupant*	*10*	*11*	*12*	
	Student Lounge Facilities	*Per Occupant*	*10*	*11*	*12*	
	Merchandising Facilities					
	Bookstore	*Per FTE Student Up to 5,000*	*.4*	*.5*	*.6*	
	Bookstore	*Per FTE Student 5,000 to 10,000*	*.2*	*.3*	*.4*	
	Bookstore	*Per FTE Student Above 10,000*	*.09*	*.1*	*.2*	
	Recreation Facilities	*Per Occupant*	*15*	*20*	*25*	
	Meeting Facilities	*Per Occupant*	*10*	*11*	*12*	
	Student Health Care Facilities -- In-Patient Infirmary					
	Administrative Director's Office	*One*	*175*	*200*	*225*	
	Other Administrator	*One*	*140*	*150*	*160*	
	Medical Director's Office	*One*	*175*	*200*	*225*	
	Nursing Director's Office	*One*	*175*	*200*	*225*	
	Physician's Office	*One*	*140*	*150*	*160*	
	Physician Assistant's Office	*One*	*125*	*135*	*145*	
	Psychiatrist's Office	*One*	*140*	*150*	*160*	
	Psychiatric Counseling	*One*	*125*	*135*	*145*	
	Clinical Associate's Office	*One*	*130*	*140*	*150*	
	Physical Therapist's Office	*One*	*140*	*150*	*160*	
	Medical Librarian's Office	*One*	*130*	*140*	*150*	
	Secretary/Clerk's Office - Single	*One*	*100*	*110*	*120*	
	Secretary/Clerk's Office - Multiple	*Varies*	*105 NSF for first person, plus 50 NSF for each additional person*			
	Office Storage		*120*	*130*	*150*	
	Medical Records File Storage		*500*	*600*	*700*	
	Reception	*Per Occupant*	*15*	*20*	*25*	
	Waiting Room	*Per Number Seated*	*20*	*25*	*30*	
	Examination Room		*110*	*120*	*130*	
	Treatment Room		*120*	*135*	*150*	
	Resting Area		*50*	*60*	*70*	
	Surgery		*140*	*150*	*160*	
	Whirlpool		*150*	*160*	*170*	
	Patient Toilet		*30*	*35*	*40*	
	Drawing Room		*110*	*120*	*130*	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Laboratory	*Per Infirmary*	*900*	*1000*	*1100*	
	Bacteriology	*Per Infirmary*	*325*	*350*	*375*	
	Pharmacy	*Per Infirmary*	*900*	*1000*	*1100*	
	X-Ray		*200*	*250*	*300*	
	Darkroom		*150*	*200*	*250*	
	Viewing		*125*	*150*	*175*	
	Nurses' Station	*Per Occupant*	*90*	*100*	*110*	
	Private Patient Bedroom	*One*	*120*	*130*	*140*	
	Semi-Private Patient Bedroom	*Two*	*160*	*170*	*180*	
	Patient Toilet & Bath		*45*	*55*	*65*	
	Patient Lounge		*400*	*500*	*600*	
	Supplies		*125*	*150*	*175*	
	Storage		*175*	*200*	*225*	
	Kitchen		*225*	*250*	*275*	
	Food Preparation		*225*	*250*	*275*	
	Dry Storage		*275*	*300*	*325*	
	Refrigerator & Freezer		*275*	*300*	*325*	
	Serving Area		*135*	*150*	*165*	
	Cafeteria		*700*	*800*	*900*	
	Scullery		*250*	*275*	*300*	
	Housekeeping Workroom		*250*	*300*	*350*	
	Receiving		*180*	*200*	*220*	
	Supplies		*500*	*600*	*700*	
	Storage		*500*	*600*	*700*	
	Student Health Services -- Out-Patient Clinic					
	Director's Office	*One*	*150*	*175*	*200*	
	Other Administrator	*One*	*125*	*135*	*145*	
	Physician's Office	*One*	*140*	*150*	*160*	
	Secretary/Clerk's Office - Single	*One*	*100*	*110*	*120*	
	Secretary/Clerk's Office - Multiple	*Varies*	*105 NSF for first person, plus 50 NSF for each additional person*			
	Nurses' Station	*Per Occupant*	*90*	*100*	*110*	
	Waiting Room	*Per Number Seated*	*20*	*25*	*30*	
	Examination Room		*110*	*120*	*130*	
	Treatment Room		*120*	*135*	*150*	
	Surgery		*140*	*150*	*160*	
	Dental		*140*	*150*	*160*	
	X-Ray		*140*	*150*	*160*	
	Darkroom		*80*	*100*	*120*	
	Viewing		*50*	*60*	*70*	
	Laboratory	*Per Clinic*	*500*	*750*	*1000*	
	Pharmacy	*Per Clinic*	*500*	*750*	*1000*	
	Supplies		*120*	*130*	*140*	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Storage		*120*	*130*	*140*	
	Patient Toilet		*30*	*35*	*40*	
	NONASSIGNABLE FACILITIES					
	Sanitation Facilities					
	Student Restrooms	*Per FTE Student*	*1.25*	*1.50*	*1.75*	
	Staff/Public Restrooms	*Per FTE Student*	*0.20*	*0.25*	*0.30*	
	Custodial Facilities	*Per FTE Student*	*1.00*	*1.10*	*1.20*	
	Flammable Storage		*250*	*300*	*350*	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
A-0	Animal Shelter	900	1,000	1,100
A-0.1	Arms Storage	150	200	250
A-1	Art Production	750	800	850
A-2	Burn Building	1,000	1,100	1,200
A-3	Camera Processing	100	110	120
A-4	Carburization & Electrical	850	900	950
A-5	Ceramics	160	180	200
A-6	Chemistry	500	550	600
A-7	Classroom, Related Instruction	500	525	550
A-8	Cleaning	90	100	110
B-1	Clinician	125	135	145
B-2	Communications	100	110	120
B-3	Conference	175	200	225
B-4	Conference	250	300	350
B-5	Contact Lenses	250	275	300
B-6	Controls Equipment	1,100	1,300	1,500
B-7	Courtroom	500	550	600
C-1	Darkroom	50	75	100
C-2	Darkroom	150	200	250
C-3	Darkroom	300	350	400
C-4	Data Processing	1,000	1,100	1,200
C-5	De-greasing Area, Outdoor	175	200	225
C-6	Demonstration	750	800	850
C-7	Diesel Cleaning	300	350	400
C-8	Dining Room	500	550	600
D-1	Dining Room	900	1,000	1,100
D-2	Dispensary	45	50	55
D-3	Dispensary	75	100	125
D-4	Dispensary	150	200	250
D-5	Dispensary	400	450	500
D-6	Distribution & Control	200	250	300
D-7	Distribution & Control	400	450	500
D-8	Drying	300	350	400
E-1	Electronics Equipment	1,100	1,300	1,500
E-2	Ensemble	250	300	350
E-3	Facial	75	100	125
E-4	Fire Maze Building	1,000	1,100	1,200
E-5	Firing Range	2,200	2,400	2,600
E-6	Fitting	45	50	55
E-7	Flight Simulator	400	450	500
E-8	Frame Machine	375	400	425
F-1	Freezer, Walk-in	40	50	60
F-2	Freezer, Walk-in	80	90	100
F-3	Fundamentals	850	900	950

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
F-4	Furnace	275	300	325
F-5	Garbage, Refrigerated	20	30	40
F-6	Graphics Production	550	600	650
F-7	Greenhouse	750	800	850
F-8	Grooming	45	50	55
F-8.1	Hologram Production	1,100	1,200	1,300
F-9	Hydraulics & Mechanical	1,200	1,300	1,400
G-1	Hydrotherapy	300	325	350
G-2	Hydrotherapy	500	550	600
G-3	Injector	170	180	190
G-4	Instruments	325	350	375
G-5	Isolation	45	50	55
G-6	Kiln	50	60	70
G-7	Kitchen	110	120	130
G-8	Laundry	45	50	55
G-9	Laser Alignment Tunnel	1,500	1,600	1,700
G-9.1	Laser Isolation Modules	2,200	2,400	2,600
H-1	Layout	200	225	250
H-2	Lens Finishing	400	500	600
H-3	Lens Making	400	500	600
H-4	Live Engines	800	900	1,000
H-5	Loading Dock	100	150	200
H-6	Lockers, Faculty	80	90	100
H-7	Lockers, Showers & Toilets, Faculty	110	120	130
H-8	Lockers, Student	100	125	150
I-1	Lockers, Student	175	200	225
I-2	Lockers, Student	300	350	400
I-3	Lockers, Showers & Toilets, Student	125	150	175
I-4	Lockers, Showers & Toilets, Student	200	225	250
I-5	Lockers, Showers & Toilets, Student	300	350	400
I-6	Maintenance	175	200	225
I-7	Maintenance & Calibration	650	700	750
I-8	Materials Testing	800	900	1,000
J-1	Meteorology	300	350	400
J-2	Model Shop	500	550	600
J-3	Multi-Purpose Room	1,100	1,200	1,300
J-4	News	100	110	120
J-5	Observation	70	80	90
J-6	Oil Sets	250	275	300
J-7	Operations	300	350	400
J-8	Paint Vapor	175	200	225
K-1	Patient Area	600	750	900
K-2	Photogrammetry	850	900	950
K-3	Photography Laboratory	100	150	200

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
K-4	Photography Laboratory	400	500	600
K-5	Practice, Music (1/40 students)	50	60	70
K-6	Preparation	1,100	1,200	1,300
K-7	Print Finishing	300	350	400
K-8	Production Control	150	175	200
L-1	Program Control	150	175	200
L-2	Prop Production & Storage	500	600	700
L-2.1	Receiving	550	600	650
L-3	Reception	75	100	125
L-4	Reception	175	200	225
L-5	Reception	275	300	325
L-6	Recording Booth	65	70	75
L-7	Reference	90	100	110
L-8	Reference	125	150	175
M-1	Reference	225	250	275
M-2	Reference	300	350	400
M-3	Refracting	350	400	450
M-4	Refrigerator, Walk-in	50	60	70
M-5	Refrigerator, Walk-in	90	100	110
M-6	Refrigerator, Walk-in	125	135	145
M-7	Reproduction	120	140	160
M-8	Reproduction	175	200	225
N-1	Restoration	700	800	900
N-2	Sauna	60	70	80
N-3	Scrub Area	90	100	110
N-4	Serving Line	80	90	100
N-5	Shower, Emergency	20	25	30
N-6	Showers, Student	125	150	175
N-7	Showers, Student	200	225	250
N-8	Soils & Concrete	800	900	1,000
O-1	Spray	175	200	225
O-2	Spray	350	400	450
O-3	Spray	550	600	650
O-4	Spray	700	800	900
O-5	Steam	60	80	100
O-6	Sterilization	60	80	100
O-7	Sterilization	125	150	175
O-8	Storage, Dry Foods	175	200	225
O-9	Storage, Equipment	250	300	350
P-1	Storage, Flammable	60	70	80
P-2	Storage, Flammable	150	175	200
P-3	Storage, Instrument	300	400	500
P-4	Storage, Material	65	75	85
P-5	Storage, Material	85	100	115
P-6	Storage, Material	135	150	165

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
P-7	*Storage, Material*	*175*	*200*	*225*
P-8	*Storage, Material*	*225*	*250*	*275*
Q-1	*Storage, Material*	*275*	*300*	*325*
Q-2	*Storage, Material*	*325*	*350*	*375*
Q-3	*Storage, Material*	*375*	*400*	*425*
Q-4	*Storage, Material*	*450*	*500*	*550*

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
Q-5	Storage, Material	550	600	650
Q-6	Storage, Material	650	700	750
Q-7	Storage, Material	750	800	850
Q-8	Storage, Material	850	900	950
Q-9	Storage, Machinery	1,000	1,100	1,200
R-1	Storage, Outdoor	50	75	100
R-2	Storage, Paint	40	50	60
R-3	Storage, Project	90	100	110
R-4	Storage, Project	130	150	170
R-5	Storage, Project	170	200	230
R-6	Storage, Project	235	275	315
R-7	Storage, Project	350	400	450
R-8	Storage, Robe	50	60	70
S-1	Storage, Student	25	30	35
S-2	Storage, Student	40	50	60
S-3	Storage, Tool	85	100	115
S-4	Storage, Tool	135	150	165
S-5	Storage, Tool	175	200	225
S-6	Storage, Tool	225	250	275
S-7	Storage, Tool	275	300	325
S-8	Storage, Tool	325	350	375
T-1	Storage, Tool	375	400	425
T-2	Storage, Tool	450	500	550
T-3	Storage, Uniform	50	60	70
T-4	Studio	150	200	250
T-5	Studio	350	400	450
T-6	Studio	1,000	1,200	1,400
T-7	Surgical Operations	1,100	1,200	1,300
T-8	Systems, Overhead	600	700	800
T-9	Teaching Auditorium	600	800	1,000
U-1	Technical Laboratory	800	900	1,000
U-2	Telemetry Operations	900	1,000	1,100
U-3	Testing	250	300	350
U-3.1	Testing	750	900	1,050
U-4	Test Cell	100	125	150
U-5	Test Cell	175	200	225
U-6	Textiles	50	60	70
U-7	Toilet, Patient	50	75	100
U-8	Toilet, Student	25	35	45
V-1	Toilet, Student	50	75	100
V-2	Toilet & Bath, Student	75	100	125
V-3	X-Ray	125	135	145

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	Min.	NSF/Occupant Norm	Max.	Related Space
	PUBLIC BROADCASTING SPACE					
	A. Administration					
ALL	*Station Manager/Media Director Office*	*One*		*160*	*175*	*185*
ALL	*General Office/Sec.*	*One*		*95*	*100*	*105*
ALL	*Assist. Station Manager Admin. & Dev. Office*	*One*		*110*	*115*	*120*
ALL	*Admin. Ass't - Grants Mgmt. & Budgeting*	*One*		*110*	*115*	*120*
ALL	*Conference*	*Per Occupant X*		*15*	*17*	*20*
ALL	*Business Office*	*One*		*110*	*115*	*120*
ALL	*Reception - Public Areas*	*Number to be Seated*		*15*	*17*	*20*
ALL	*Office Supplies Storage*	*0*		*15*	*17*	*20*
ALL	*Staff Lounge*	*Per Occupant X*		*10*	*12*	*14*
ALL	*Director of Engineering*	*One*		*140*	*150*	*160*
ALL	*Public Rest Rooms - Male*	*Design*				
	Public Rest Rooms - Female	*Capacity*				
	b. Television Programming					
ALL	*Program Director's Office*	*One*		*110*	*150*	*160*
ALL	*Program Office Area*	*Per Occupant X*		*95*	*100*	*105*
ALL	*Traffic*	*Per Occupant X*		*95*	*100*	*105*
ALL	*Program File and Teletype Room*	*0*		*95*	*100*	*105*
ALL	*Continuity Coordinator*	*One*		*95*	*100*	*105*
ALL	*Videotape and Film Review*	*One*		*225*	*250*	*275*
ALL	*Instructional Television Programming*	*One*		*110*	*115*	*120*
	c. Television Program Development					
ALL	*Executive Producer's Office*	*One*		*110*	*115*	*120*
ALL	*Special Projects Office*	*One*		*95*	*110*	*105*
ALL	*Writer's/Producers Offices*	*Per Occupant X*		*140*	*150*	*160*
ALL	*ITV/Film Office*	*Per Occupant X*		*140*	*150*	*160*
ALL	*Research Assistant's Office*	*One*		*95*	*100*	*105*
ALL	*Conference*	*Per Occupant X*		*15*	*17*	*20*
ALL	*General Office/Sec*	*One*		*95*	*100*	*105*
	d. Television Production Operations					
ALL	*Studio Manager*	*One*		*110*	*115*	*120*

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
ALL	*Pre-Production Conference Crew Ready Room*	*Per Occupant X*		*40*	*45*	*50*
	Photographic/Mini Mote Equipment Storage (High Security)	*0*		*95*	*100*	*105*
	e. Photographic Services					
ALL	*Cinematographers Cubicles*	*Per Occupant X*		*40*	*45*	*50*
ALL	*Photo Production*	*0*		*140*	*150*	*160*
ALL	*Film and Slide Library*	*0*		*200*	*210*	*220*
ALL	*Photo Supplies Storage*	*0*		*25*	*30*	*35*
ALL	*Photo Dark Room (Process and Drying)*	*0*		*140*	*150*	*160*
ALL	*Film Editing*	*0*		*110*	*115*	*120*
	f. Graphic Arts					
ALL	*Graphic Arts Storage*	*0*		*40*	*45*	*50*
ALL	*Graphic Arts Studio*	*Per Occupant X*		*155*	*165*	*175*
	g. Television Production					
ALL	*Dressing Areas - Male Dressing Area - Female*	*0*		*140*	*145*	*150*
ALL	*Observation Room/Artists' Waiting and Assembly Area*	*0*		*480*	*500*	*525*
ALL	*Large Studio*	*0*		*2700*	*2800*	*2900*
ALL	*Small Studio*	*0*		*1900*	*2000*	*2100*
ALL	*Mini Storage*	*0*		*280*	*300*	*320*
ALL	*Studio Control Rooms (Video and Audio)*	*0*		*140*	*150*	*160*
ALL	*Announcer's Booths*	*0*		*55*	*60*	*65*
ALL	*Studio Support (Storage and Workshops)*	*0*		*400*	*425*	*450*
ALL	*Audio Production*	*0*		*110*	*115*	*120*
ALL	*Director's Offices*	*Per Occupant X*		*110*	*115*	*120*
	h. Television Communications					
ALL	*Director of Communications Office*	*One*		*150*	*160*	*170*
ALL	*Assistant to Director of*					

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	Min.	NSF/Occupant Norm	Max.	Related Space
	Communications Office	*One*		*95*	*100*	*105*
ALL	*General Office/Sec.*	*One*		*95*	*100*	*105*
ALL	*Duplicating*	*0*		*95*	*100*	*105*
	i. Radio and Television Engineering					
All	*Director of Engineering Office*	*One*		*140*	*150*	*160*
ALL	*Assistant Chief Engineer-Operations*	*One*		*95*	*100*	*105*
ALL	*Assistant Chief Engineer-Design/Installation*	*One*		*95*	*100*	*105*
ALL	*Engineering Clerk*	*One*		*95*	*100*	*105*
ALL	*Drafting and Design*	*0*		*95*	*100*	*105*
ALL	*Technical Library and Staff Training*	*One*		*280*	*300*	*320*
ALL	*Master Control*	*Per Occupant X*		*300*	*400*	*420*
ALL	*Telecine*	*One*		*780*	*800*	*820*
ALL	*Video Tape Recorder Room*	*Per Occupant X*		*380*	*400*	*420*
ALL	*Video Tape Editing and Dubbing*	*Per Occupant X*		*280*	*300*	*320*
ALL	*Video Tape Vault*	*0*		*580*	*600*	*620*
ALL	*Microwave Equipment Room*	*0*		*180*	*200*	*220*
ALL	*Mobile Unit Storage/Maintenance*	*0*		*825*	*860*	*900*
ALL	*Engineering Shop*	*Per Occupant X*		*180*	*200*	*220*
ALL	*Parts Storage*	*0*		*180*	*200*	*220*
ALL	*Rest Rooms-Locker - Male* *Rest Rooms-Lockers - Female* *Smoking Lounge - Male* *Smoking Lounge - Female*	*0*		*380*	*400*	*420*
ALL	*Outside Work/Storage*	*0*		*380*	*400*	*420*
	j. Radio					
ALL	*Station Manager*	*One*		*140*	*150*	*160*
ALL	*Program Director*	*One*		*140*	*150*	*160*
ALL	*News Director*	*One*		*120*	*130*	*140*
ALL	*Public and Community Affairs Director*	*Per Occupant X*		*95*	*100*	*105*
ALL	*Development & Station Relations*	*Per Occupant X*		*95*	*100*	*105*
ALL	*Production Manager*	*One*		*95*	*100*	*105*
ALL	*Engineering Office*	*One*		*120*	*130*	*140*
ALL	*Reception*	*One*		*180*	*200*	*220*
ALL	*General Office/Sec.*	*Per Occupant X*		*95*	*100*	*105*
ALL	*Volunteer and Intern Staff*	*Per Occupant X*		*50*	*52*	*55*
ALL	*Conference Room*	*Per Occupant X*		*15*	*17*	*20*
ALL	*Master Control Room*	*One*		*215*	*225*	*235*

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
ALL	Control B	0		95	100	105
ALL	Control C	0		95	100	105
ALL	Studios	0		400	600	800
ALL	Stand-up Studio and Control	0		95	100	105
ALL	Engineering Shop	Per Occupant X		95	100	105
ALL	Networking and Recording and Satellite Control	0		75	80	85
ALL	SCA	One		75	80	85
ALL	Record Library	One		140	150	160
ALL	Tape Library	0		225	250	275
ALL	Audition Listening Rooms	0		45	50	55
ALL	Graphic Production	0		75	80	85
ALL	Office Storage	0		55	60	65
ALL	Equipment Storage	0		75	80	85
ALL	Control Operator's Warehouse	0		35	40	45
ALL	Rest Rooms - Male	Design				
	Rest Rooms - Female	Capacity				
	k. General Services					
ALL	Shipping/Receiving/Mailing	One		240	250	260
ALL	Custodial Storage	0		350	375	400
ALL	Public Rest Rooms - Male	Design				
	Public Rest Rooms - Female	Capacity				
ALL	Staff Training	One		580	600	630

SPACE UTILIZATION AND SPACE NEEDS GENERATION FACTORS, FORMULAS, AND STANDARDS. The purpose of this section is to provide space utilization and space needs generation factors, formulas, and standards for use by community college boards when planning new and evaluating existing educational, auxiliary, and ancillary facilities. They may be used for determining space needs, developing program facility lists, conducting educational plant surveys, writing survey recommendations, developing educational specifications, recording facilities inventory data, and conducting space utilization studies.

A. SPACE UTILIZATION FOR INSTRUCTIONAL SPACE CATEGORIES

UTILIZATION FACTORS		DEFINITIONS
1.	**WRH**	Weekly room hours
2.	**RUR**	Room utilization rate
3.	**SOR**	Student station occupancy rate
4.	**COFTE**	Capital outlay full-time-equivalent student enrollment
5.	**WSH / COFTE**	Average weekly student hours per COFTE
6.	**UI**	Utilization index
7.	**UIR**	Utilization index reciprocal
8.	**SS**	Student stations

UTILIZATION FORMULAS

1. $\frac{\text{WRH x RUR x SOR}}{\text{WSH / COFTE}} = \text{UI}$

2. $\frac{1.00}{\text{UI}} = \text{UIR}$

3. **UI x SS = COFTE**

4. **UIR x COFTE = SS**

I. CLASSROOM UTILIZATION STANDARDS

1. WRH = 40
2. RUR = 1.00
3. SOR = 0.60
4. COFTE = All COFTE (including nonvocational and vocational)
5. WSH / COFTE = 12
6. UI = 2.00
7. UIR = 0.50

USING THE CLASSROOM UTILIZATION FORMULAS

The classroom utilization index of 2.00, times a given number of classroom student stations, tells the number of COFTE students that number of classroom stations will accommodate.

The classroom utilization index reciprocal of 0.50, times a given number of COFTE students, tells the number of classroom student stations needed to accommodate that

number of COFTE.

II. NONVOCATIONAL LABORATORY UTILIZATION STANDARDS

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Nonvocational COFTE
5. WSH / COFTE = 6
6. UI = 4.00
7. UIR = 0.25

USING THE NONVOCATIONAL LABORATORY UTILIZATION FORMULAS

The nonvocational laboratory utilization index of 4.00, times a given number of nonvocational laboratory student stations, tells the number of nonvocational COFTE students that number of laboratory stations will accommodate.

The nonvocational laboratory utilization index reciprocal of 0.25, times a given number of nonvocational COFTE students, tells the number of nonvocational laboratory student stations needed to accommodate that number of COFTE.

III. VOCATIONAL LABORATORY UTILIZATION STANDARDS

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Vocational COFTE
5. WSH / COFTE = 12
6. UI = 2.00
7. UIR = 0.50

USING THE VOCATIONAL LABORATORY UTILIZATION FORMULAS

The vocational laboratory utilization index of 2.00, times a given number of vocational laboratory student stations, tells the number of vocational COFTE students that number of laboratory stations will accommodate.

The vocational laboratory utilization index reciprocal of 0.50, times a given number of vocational COFTE students, tells the number of vocational laboratory student stations needed to accommodate that number of COFTE.

B. SPACE NEEDS GENERATION FOR INSTRUCTIONAL SPACE CATEGORIES

GENERATION FACTORS		DEFINITIONS
1.	**WRH**	Weekly room hours
2.	**RUR**	Room utilization rate
3.	**SOR**	Student station occupancy rate
4.	**COFTE**	Capital outlay full-time-equivalent student enrollment
5.	**WSH / COFTE**	Average weekly student hours per COFTE
6.	**NSF**	Net square feet
7.	**SS**	Student stations
8.	**NSF / SS**	Average net square feet per student station (including classroom or laboratory space and related spaces)
9.	**NSF / COFTE**	Net square feet per COFTE

NEEDS GENERATION FORMULAS

1. $$\frac{\text{NSF / SS}}{\text{WRH x RUR x SOR}} \text{ x WSH / COFTE = NSF / COFTE}$$

2. **NSF / COFTE x COFTE = NSF**

I. CLASSROOM NEEDS GENERATION STANDARDS

1. WRH = 40
2. RUR = 1.00
3. SOR = 0.60
4. COFTE = All COFTE (including nonvocational and vocational)
5. WSH / COFTE = 12
6. NSF / SS = 27
7. NSF / COFTE = 13.50

USING THE CLASSROOM NEEDS GENERATION FORMULAS

The classroom NSF / COFTE of 13.50, times the number of COFTE for a given site, tells the approximate total amount of NSF in the classroom space category needed to accommodate the COFTE at that site.

II. NONVOCATIONAL LABORATORY NEEDS GENERATION STANDARDS

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Nonvocational COFTE
5. WSH / COFTE = 6
6. NSF / SS = 55

7. NSF / COFTE = 13.75

USING THE NONVOCATIONAL LABORATORY NEEDS GENERATION FORMULAS

The nonvocational laboratory NSF / COFTE of 13.75, times the number of nonvocational COFTE for a given site, tells the approximate total amount of NSF in the nonvocational laboratory space category needed to accommodate the nonvocational COFTE at that site.

III. VOCATIONAL LABORATORY NEEDS GENERATION STANDARDS

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Vocational COFTE
5. WSH / COFTE = 12
6. NFS / SS = 137
7. NSF / COFTE = 68.50

USING THE VOCATIONAL LABORATORY NEEDS GENERATION FORMULAS

The vocational laboratory NSF / COFTE of 68.50, times the number of vocational COFTE for a given site, tells the approximate total amount of NSF in the vocational laboratory space category needed to accommodate the vocational COFTE at that site.

C. SPACE NEEDS GENERATION FOR OTHER TYPES OF SPACE

Methods used to generate needs for non-instructional space categories include one or a combination of the following factors: minimum allowance, allotment per enrollment, and percentage of other types of space.

GENERATION FACTORS	DEFINITIONS
1. **MIN**	Minimum allowance
2. **NSF / COFTE**	Allotment per enrollment
3. **% NSF**	Percentage of other types of space

ABBREVIATIONS	TYPES OF SPACE
1. **CR**	Classroom space category
2. **NL**	Nonvocational Laboratory space category
3. **VL**	Vocational Laboratory space category
4. **L/S**	Library / Study space category
5. **AV**	Audiovisual space category
6. **A/E**	Auditorium / Exhibition space category
7. **StuS**	Student Services space category
8. **PE**	Physical Education space category

9.	**Ofc**	Office space category
10.	**SupS**	Support Services space category
11.	**SSF**	Student sanitation facilities
12	**PSF**	Staff and public sanitation facilities
13.	**CF**	Custodial facilities
14.	**EqpF**	Electrical, mechanical, and HVAC equipment facilities
15.	**NtoG**	Net-to-gross square footage difference, for general circulation, interior and exterior walls, open malls, and roof overhangs

NEEDS GENERATION FORMULAS

1. **L/S = MIN + (NSF / COFTE x COFTE)**

2. **AV = % NSF (CR + NL + VL)**

3. **A/E = MIN + (NSF / COFTE x COFTE)**

4. **StuS = NSF / COFTE x COFTE**

5. **PE = MIN + (NSF / COFTE x COFTE)**

6. **Ofc = NSF / COFTE x COFTE**

7. **SupS = % NSF (CR + NL + VL + L/S + AV + A/E + StuS + PE + Ofc)**

8. **SSF = NSF / COFTE x COFTE**

9. **PSF = NSF / COFTE x COFTE**

10. **CF = NSF / COFTE x COFTE**

11. **EqpF = % NSF (CR + NL + VL + L/S + AV + A/E + StuS + PE + Ofc + SupS + SSF + PSF + CF)**

12. **NtoG = % NSF (CR + NL + VL + L/S + AV + A/E + StuS + PE + Ofc + SupS + SSF + PSF + CF + EqpF)**

Note: The generation of needs for certain space categories, requires strict compliance with the legal definitions of "campus," "center," and "special purpose center." A campus or a center must have been established and designated as such, by the State Board of Education, and a special purpose center, by the State Board of Community Colleges.

IV. LIBRARY / STUDY NEEDS GENERATION STANDARDS

Library / study space needs are based on a minimum allowance, by type of site and size of enrollment, plus an allotment per specified enrollment.

1. For a campus or center, officially established and designated by the State Board of Education, with 1,000 or less COFTE, the standards are a minimum of 2,100 NSF, plus 10 NSF for each COFTE.
2. For a campus or center, officially established and designated by the State Board of Education, with more than 1,000 COFTE, the standards are a minimum of 12,100 NSF, plus 11 NSF for each additional COFTE greater than 1,000.
3. For a special purpose center, officially established and designated by the State Board of Community Colleges, the standards are no minimum allowance, but simply 10 NSF per COFTE.

USING THE LIBRARY / STUDY NEEDS GENERATION FORMULA

1. For a campus or center with 1,000 or less COFTE: the minimum allowance of 2,100 NSF, plus 10 NSF times the number of COFTE, tells the total amount of NSF in the library / study space category needed at that site.
2. For a campus or center with more than 1,000 COFTE: the minimum allowance of 12,100 NSF, plus 11 NSF times the number of COFTE above 1,000, tells the total amount of NSF in the library / study space category needed at that site.
3. For a special purpose center: 10 NSF times the number of COFTE, tells the total amount of NSF in the library / study space category needed at that site.

V. AUDIOVISUAL NEEDS GENERATION STANDARDS

Audiovisual space needs are based on a percentage of the three instructional types of space. The standard is 5 percent of the total space needs generated for the classroom, nonvocational laboratory, and vocational laboratory space categories.

USING THE AUDIOVISUAL NEEDS GENERATION FORMULA

The total amount of NSF needed for the classroom, nonvocational laboratory, and vocational laboratory space categories at a given site, times 0.05, tells the total amount of NSF in the audiovisual space category needed at that site.

VI. AUDITORIUM / EXHIBITION NEEDS GENERATION STANDARDS

Auditorium / exhibition space needs are based on a minimum allowance for the first enrollment, by type of site, plus an allotment per additional enrollment.

1. For a campus, officially established and designated by the State Board of Education, the standards are a minimum of 10,000 NSF for the first 2,000 COFTE, plus 3 NSF for each additional COFTE greater than 2,000.

2. For a center, officially established and designated by the State Board of Education, the standards are a minimum of 5,000 NSF for the first 1,000 COFTE, plus 3 NSF for each additional COFTE greater than 1,000.
3. For a special purpose center, officially established and designated by the State Board of Community Colleges, the standards are no minimum allowance, but simply 3 NSF per COFTE.

USING THE AUDITORIUM / EXHIBITION NEEDS GENERATION FORMULA

1. For a campus: the minimum allowance of 10,000 NSF for the first 2,000 COFTE, plus 3 NSF times the number of COFTE above 2,000, tells the total amount of NSF in the auditorium / exhibition space category needed at that campus.
2. For a center: the minimum allowance of 5,000 NSF for the first 1,000 COFTE, plus 3 NSF times the number of COFTE above 1,000, tells the total amount of NSF in the auditorium / exhibition space category needed at that center.
3. For a special purpose center: 3 NSF times the number of COFTE, tells the total amount of NSF in the auditorium / exhibition space category needed at that special purpose center.

VII. STUDENT SERVICES NEEDS GENERATION STANDARDS

Student services space needs are based on an allotment per enrollment. The standard is 7.50 NSF for each COFTE.

USING THE STUDENT SERVICES NEEDS GENERATION FORMULA

The number of COFTE for a given site, times the enrollment allotment of 7.50 NSF, tells the total amount of NSF in the student services space category needed at that site.

VIII. PHYSICAL EDUCATION NEEDS GENERATION STANDARDS

Physical education space needs are based on a minimum allowance for the first enrollment, by type of site, plus an allotment per additional enrollment.

1. For a campus, officially established and designated by the State Board of Education, the standards are a minimum of 20,000 NSF for the first 2,000 COFTE, plus 5 NSF for each additional COFTE greater than 2,000.
2. For a center, officially established and designated by the State Board of Education, the standards are a minimum of 10,000 NSF for the first 1,000 COFTE, plus 5 NSF for each additional COFTE greater than 1,000.
3. For a special purpose center, officially established and designated by the State Board of Community Colleges, the standards are no minimum allowance, but simply 5 NSF per COFTE.

USING THE PHYSICAL EDUCATION NEEDS GENERATION FORMULA

1. For a campus: the minimum allowance of 20,000 NSF for the first 2,000 COFTE, plus 5 NSF times the number of COFTE above 2,000, tells the total amount of NSF in the physical education space category needed at that campus.
2. For a center: the minimum allowance of 10,000 NSF for the first 1,000 COFTE, plus 5 NSF times the number of COFTE above 1,000, tells the total amount of NSF in the physical education space category needed at that center.
3. For a special purpose center: 5 NSF times the number of COFTE, tells the total amount of NSF in the physical education space category needed at that special purpose center.

IX. OFFICE NEEDS GENERATION STANDARDS

Office space needs are based on one allotment per enrollment for each site, and a second allotment per enrollment for districtwide administration.

1. For each campus, center, or special purpose center, the standard is 12.50 NSF per COFTE assigned to the site, for office facilities to accommodate the faculty, staff, administrators, and student offices assigned to that site.
2. For districtwide administration, the standard is 3.00 NSF per total collegewide COFTE, for office facilities to accommodate districtwide administrators and staff located at the central district administrative site.

USING THE OFFICE NEEDS GENERATION FORMULA

1. For a campus, center, or special purpose center: the number of COFTE for the site, times the enrollment allotment of 12.50 NSF, tells the total amount of NSF needed at that site for office facilities.
2. For districtwide administration: the total collegewide COFTE, times the enrollment allotment of 3.00 NSF, tells the total amount of NSF needed at a central site for districtwide administrative office facilities.

X. SUPPORT SERVICES NEEDS GENERATION STANDARDS

Support services space needs are based on a percentage of the nine previous types of space. The standard is 5 percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library / study, audiovisual, auditorium / exhibition, student services, physical education, and office space categories.

USING THE SUPPORT SERVICES NEEDS GENERATION FORMULA

The total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library / study, audiovisual, auditorium / exhibition, student services, physical education, and office space categories at a given site, times 0.05, tells the total amount of NSF in the support services space category needed at that site.

XI. NONASSIGNABLE SPACE NEEDS GENERATION STANDARDS

Nonassignable space needs are based on an allotment per enrollment or a percentage of

other types of space.

1. STUDENT SANITATION FACILITIES space needs are based on an allotment per enrollment. The standard is 1.50 NSF for each COFTE.
2. STAFF AND PUBLIC SANITATION FACILITIES space needs are based on an allotment per enrollment. The standard is 0.25 NSF for each COFTE.
3. CUSTODIAL FACILITIES space needs are based on an allotment per enrollment. The standard is 1.10 NSF for each COFTE.
4. ELECTRICAL, MECHANICAL, AND HVAC EQUIPMENT FACILITIES space needs are based on a percentage of the previous 13 types of space. The standard is 6 percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library/study, audiovisual, auditorium / exhibition, student services, physical education, office, and support services space categories and for the student sanitation, staff and public sanitation, and custodial facilities.
5. NET-TO-GROSS SQUARE FOOTAGE DIFFERENCE space needs (for general circulation, interior and exterior walls, open malls, and roof overhangs) are based on a percentage of the previous 14 types of space. The standard is 34 percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library / study, audiovisual, auditorium / exhibition, student services, physical education, office, and support services space categories and for the student sanitation, staff and public sanitation, custodial, and electrical, mechanical, and HVAC equipment facilities.

USING THE NONASSIGNABLE NEEDS GENERATION FORMULAS

1. For STUDENT SANITATION FACILITIES: the number of COFTE for a given site, times the enrollment allotment of 1.50 NSF, tells the total amount of NSF in student sanitation facilities needed at that site.
2. For STAFF AND PUBLIC SANITATION FACILITIES: the number of COFTE for a given site, times the enrollment allotment of 0.25 NSF, tells the total amount of NSF in staff and public sanitation facilities needed at that site.
3. For CUSTODIAL FACILITIES: the number of COFTE for a given site, times the enrollment allotment of 1.10 NSF, tells the total amount of NSF in custodial facilities needed at that site.
4. For ELECTRICAL, MECHANICAL, AND HVAC EQUIPMENT FACILITIES: the total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library / study, audiovisual, auditorium / exhibition, student services, physical education, office, and support services space categories, plus the total amount of NSF needed for student sanitation, staff and public sanitation, and custodial facilities at a given site, times 0.06, tells the total amount of NSF needed at that site for electrical, mechanical, and HVAC equipment facilities.
5. For the NET-TO-GROSS SQUARE FOOTAGE DIFFERENCE (for general circulation space, interior and exterior walls, open malls, and roof overhangs): the total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library / study, audiovisual, auditorium / exhibition, student services, physical education, office, and support services space categories, plus the total amount of NSF needed for student sanitation, staff and public sanitation, custodial, and electrical, mechanical, and HVAC

equipment facilities at a given site, times 0.34, tells the total amount of square footage needed at that site for general circulation space, interior and exterior walls, open malls, and roof overhangs (the "net-to-gross difference").

SPACE CATEGORIES. The purpose of this section is to define the space categories used by community college boards when planning new and evaluating existing educational, auxiliary, and ancillary facilities. Each space category is comprised of a different set of similar-type spaces. Each individual type of space can be described by its design and the function or activity assigned to it. These characteristics are identified by room-use code and information classification structure (ICS) code.

A. **SPACE CATEGORIES BY ROOM-USE CODE AND INFORMATION CLASSIFICATION STRUCTURE CODE**

SPACE GROUPS: SPACE CATEGORIES	FACILITIES INVENTORY CRITERIA: ROOM USE CODES	ICS CODES
Instructional:		
1. Classroom	110, 115	All
2. Nonvocational Laboratory	210, 215, 220, 225, 230, 235, 570, 575, 580, 585	1.XX, except 1.2X
3. Vocational Laboratory	210, 212, 215, 220, 225, 230, 235, 570, 575, 580, 585	1.2X
Instructional Support:		
4. Library / Study	240, 245, 410, 420, 430, 440, 455	All
5. Audiovisual	530, 535	All
6. Auditorium / Exhibition	610, 615, 620, 625	All
Student Support:		
7. Student Services	630, 635, 650, 655, 660, 665, 670, 675, 680, 685, 690, 810, 820, 830, 840, 850, 860, 870, 880, 895	5.XX
8. Physical Education	520, 523, 525	All

SPACE GROUPS: SPACE CATEGORIES	FACILITIES INVENTORY CRITERIA: ROOM USE CODES	ICS CODES
Institutional Support:		
9. Office	310, 315, 350, 355	All
10. Support Services	570, 575, 580, 585	7.XX
	630, 635, 650, 655, 660, 665, 670, 675, 680, 685, 690, 810, 820, 830, 840, 850, 860, 870, 880, 895	All, except 5.XX
	710, 715, 720, 725, 730, 735, 740, 745, 750, 760	All
Other Facilities:		
11. Residential	910, 919, 920, 935, 950, 955, 970	All
12. Other Assignable		
Laboratory	210, 215, 220, 225, 230, 235	All, except 1.XX
	212	All, except 1.2X
Armory	510, 515	All
Clinic (non-health)	540, 545	All
Demonstration	550, 555	All
Field Building	560	All
Animal Quarters	570, 575	All, except 1.XX and 7.XX
Greenhouse	580, 585	All, except 1.XX and 7.XX
Other	590	All
	All invalid codes	All
13. Nonassignable		
Custodial	010	All
Circulation	020	All
Mechanical / Sanitation	030	All
Structural	040	All

GUIDELINES AND LEGAL REQUIREMENTS FOR CONDUCTING AND REPORTING EDUCATIONAL PLANT SURVEYS. The purpose of this section is to provide guidelines for use by community college boards when conducting and reporting educational plant surveys. The information is specific to comprehensive five-year surveys, but also applies to survey amendments.

THE EDUCATIONAL PLANT SURVEY

An educational plant survey is a **systematic study of existing educational and ancillary plants** and the **determination of future needs**, for the purpose of providing an appropriate educational program and services for each student. [s.235.011(7), Florida Statutes (F.S.); s.1.2(29), State Requirements for Educational Facilities (SREF) 1999]

The reason for a survey is to formulate plans for housing the educational programs, student population, faculty, administrators, staff, and auxiliary and ancillary services of the community college district. The objective of the **comprehensive fixed capital outlay plan** is to **propose a building program** for the college for a period of five years. [s.235.15(1), F.S.; s.3.1, SREF]

OVERSIGHT RESPONSIBILITY

At least every five years, each community college District Board of Trustees is responsible for arranging an educational plant survey for its college. The survey is conducted by the Board of Trustees, its administrative staff, or another agency employed by the Board. (s.235.15(1)(a), F.S.; s.240.319(1), F.S.; s.240.327(1), F.S.; s.3.1, SREF)

The survey report is reviewed and approved by the Board of Trustees. Then it is submitted to Educational Facilities, Department of Education, for the Commissioner of Education's file. [s.235.15(1)(a), F.S.; s.3.1, SREF]

Department of Education staff review and validate surveys, as submitted by district boards, for compliance with Ch. 235, F.S., and SREF 1999. Those which do not comply are returned to the boards for revision and re-submission. If funds provided by Section 9(d), Article XII, State Constitution, as amended, are to be used, surveys are recommended to the State Board of Education for approval. (s.235.014(10)(a)2., F.S.; s.235.15(1)(b)(c), F.S.)

CONDUCTING AND REPORTING SURVEYS

A. COLLEGE SITES

[s.235.011(19), F.S.; s.235.014(10)(a)2., F.S.; s.235.15(1)(a)(b)3.(c), F.S.; s.1.1(80), SREF; s.3.1(1)(a), SREF]

The survey is conducted for the official sites of the college; all others are excluded. Sites which existed prior to December 1989 must have been authorized and recognized by the State, at that time, as a campus, center, or special purpose center. Sites which have been founded since December 1989 must have been established and designated as a campus or center by the State Board of Education, or established and designated as a special purpose center by the State Board of Community Colleges. Sites which have been elevated from a special purpose center to a center, or from a center to a campus, must be accounted for.

The Division of Community Colleges, Department of Education, maintains a statewide facilities inventory database. Each college is responsible for keeping its own data current and correct. In the database, site types must be coded according to their legal designation. In the survey report, each site is described by its number, name, type, date it was established, address, acreage, and

the number and type of facilities it contains. Throughout the report, a site is referred to by its number and name. **[see DocA.(1)(2)(3), at end]**

B. DETERMINATION OF NEEDS

[s.235.011(12), F.S.; s.235.014(1)(2)(10)(a)2., F.S.; s.235.15(1)(a)(b)3., F.S.; s.240.319(4)(b), F.S.; s.1.2(49)(55)(83)(86), SREF; s.3.1(1)(c)(d), SREF; s.6.1, SREF]

The survey involves developing a program facility list, or model of space needs, for each official site. The process for determining space needs uses student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space and occupant design criteria.

1. Student Enrollment Projections

   The Division of Community Colleges annually prepares statewide capital outlay full-time-equivalent (COFTE) student enrollment projections for nonvocational, vocational, and total students, by site and by college.

   The survey report includes a table which shows the nonvocational, vocational, and total COFTE for the college, for each of the five years of the survey. The fiscal year in which the survey is conducted, known as the "base year," is not part of the table. The succeeding five fiscal years comprise the five-year period of the survey. The last of the five years is called the "outyear."

   The survey report includes a second table which shows the nonvocational, vocational, and total COFTE for each site, and the percentage the site total COFTE is of the college total COFTE, for the outyear of the survey. Throughout the report, the outyear COFTE projections for a site are included in the program facility list, the student stations summary table, and the space category aggregate square footages summary table for that site. **[see DocB.(1), at end]**

2. Space Needs Generation Formulas

   There is a space needs generation formula for each assignable space category and nonassignable type of facilities. For each site, the formulas are calculated using the appropriate factors--such as, COFTE, minimum allowance, allotment per enrollment, percentage of other types of space--and the proper standards, by site type, to find the aggregate amounts of square feet in the different space categories and nonassignable facilities needed at that particular site. **[see DocB.(2), at end]**

   In the survey report, the aggregate amounts of square feet, by space category and nonassignable type of facilities, are included in the program facility list and the space category aggregate square footages summary table for each site. There are two exceptions: the aggregate amounts of square feet needed for the nonvocational laboratory and vocational laboratory space categories are determined by the actual number of student stations and the specific instructional programs for the category, not by the space needs generation formulas.

3. Space Utilization Formulas

   There is a space utilization formula for each of the three instructional space categories. For each educational site, the COFTE projections are applied to the space utilization formulas to determine the numbers of classroom, nonvocational laboratory, and vocational laboratory student stations needed to accommodate the COFTE at that site. In the survey report, these numbers of stations are included in the program facility list and the student stations summary table for the site. **[see DocB.(3), at end]**

4. Educational Program Information

The numbers of stations are used in conjunction with the educational program information. The number of nonvocational stations needed at a site is distributed among the nonvocational laboratory programs located there, and the number of vocational stations needed is distributed among the vocational laboratory programs.

The District Board of Trustees is responsible for deciding which programs are offered by the college and where they are taught. For each educational site, the survey report includes a listing of the nonvocational and the vocational programs approved by the Board. These listings identify which program laboratories are eligible to be included in the program facility lists.

In addition to Board approval, all vocational programs in the listings must have been approved by the Division of Workforce Development, Department of Education. The Division must have documented the need to continue existing and to add new--career, vocational, and adult--educational programs, before any survey recommendations related to such programs can be made. **[see DocB.(4), at end]**

5. Size of Space and Occupant Design Criteria

For educational sites, nonvocational and vocational program laboratories and related spaces are selected from the size of space and occupant design criteria tables contained in SREF 1999. Choices are based on numbers of student stations needed, educational program information, and viable program laboratories which already exist. The laboratories and related spaces are included in the program facility list for the site which is presented in the survey report.

C. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

[s. 235.011(1)(2)(5)(6)(18)(19), F.S.; s. 235.014(3)(10)(a)2., F.S.; s. 235.15(1)(a)(b)3., F.S.; s.240.311(3)(h), F.S.; s.1.1(36)(49)(75)(80)(83)(86), SREF; s.3.1(1)(a), SREF]

The survey requires studying and evaluating the existing educational and ancillary plants of the college. As stated earlier, the Division of Community Colleges maintains a facilities inventory database which contains information about every site, facility, building, and room of the college. The college is responsible for making sure all the information in its database is current and correct at the time of the survey.

The survey report contains a table for each site which lists the facilities--owned, or leased for 40 or more years--on that site. Each facility is described by its number, name, type, status, and condition. For each facility that is a building, the numbers of satisfactory classroom, nonvocational laboratory, and vocational laboratory student stations, and the building area, in assignable net square feet and gross square feet, also are given. Throughout the report, a facility is referred to by its number and name. **[see DocC.(1)(2)(3)(4), at end]**

The survey report contains an additional table for each site in which net changes in student stations and space category square feet, from a satisfactory to an unsatisfactory condition, are reported. The table displays the aggregate numbers of satisfactory and unsatisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories, existing at the time of the current survey, and existing at the time of the previous five-year survey, and the difference between the two amounts.

This table also shows the aggregate amounts of satisfactory and unsatisfactory square feet, for each of the ten assignable space categories, existing at the time of the current survey, and existing at the time of the previous five-year survey, and the difference between the two amounts. Whenever the number of unsatisfactory student stations or the amount of unsatisfactory square feet has increased since the previous survey, the table also must include an explanation and justification for the increase.

In the survey report, the aggregate numbers of existing satisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories, also are included in the student stations summary table for each educational site. Likewise, the aggregate amounts of existing satisfactory square feet, for each of the ten assignable space categories, are included in the space category aggregate square footages summary table for each site.

D. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

[s.216.011(1)(n), F.S.; s.235.011(1)(2)(5)(6)(7)(9)(13)(16)(17)(19)(20)(21), F.S.; s.235.014(10)(a)2., F.S.; s.235.15(1)(a)(b)3., F.S.; s.235.193(1), F.S.; s.240.147(6)(7)(8)(9), F.S.; s.240.311(3)(j), F.S.; s.6H-1.040, F.A.C.; s.1.1(29)(36)(49)(52)(56)(71)(72)(75)(80)(83)(86), SREF; s.3.1(1)(b)(f), SREF]

The survey compares the existing educational and ancillary plants against the determination of future needs. This comparison guides the formation of recommendations to resolve the differences. The survey report includes a list of written recommendations for each site. All the recommendations together comprise the comprehensive fixed capital outlay plan for the college.

Because the survey produces the plan for fixed capital outlay, the types of recommendations it contains are limited to: site acquisition, site development, site improvement, remodeling, renovation, and new construction. By definition, fixed capital outlay means real property, specifically, land, buildings, structures, their appurtenances and fixed equipment. It includes acquisition and construction of real property; additions, remodeling, and renovations to real property, which materially extend its useful life or materially improve or change its functional use; and the furnishings and equipment necessary to furnish and operate a new or improved facility.

Survey recommendations also are the instrument for implementing the campus master plan of the college. The survey report contains the campus master plan update and detail, along with an explanation of how the recommendations will contribute to achieving the master plan.

Moreover, physical facilities and land use planning for the college district are coordinated with the greater community and infrastructure planning. The survey report includes documentation of how the survey recommendations will integrate with local comprehensive plans and land development regulations of the local governing bodies.

In addition to making recommendations for existing sites, the survey can, when appropriate, make recommendations for a new educational or ancillary plant, including the site location. Prior to making recommendations for a new site, a proposal for the establishment of an additional center or campus must have been submitted by the college, reviewed and recommended by the State Board of Community Colleges and by the Postsecondary Education Planning Commission, approved by the State Board of Education, and authorized by the Legislature. Similarly, a proposal for the establishment of a special purpose center must have been submitted by the college and approved by the State Board of Community Colleges.

The survey report contains two kinds of tables which summarize the survey plan, a student stations summary table for each educational site, and a space category aggregate square footages summary table for every site. Both tables give the nonvocational, vocational, and total COFTE for the survey outyear.

The student stations table shows, for each of the three instructional space categories, the number of stations needed, the number of satisfactory stations existing, the change to the number of stations caused by the remodeling recommendations, the change to the number of stations caused by the renovation recommendations, the change to the number of stations caused by the new construction recommendations, the total number of stations planned, and the number of COFTE that number of stations will accommodate.

The space category aggregate square footages table shows, for each of the ten assignable space categories, the square feet needed, the satisfactory square feet existing, the change to the square feet caused by the remodeling recommendations, the change to the square feet caused by the renovation recommendations, the change to the square feet caused by the new construction

recommendations, and the total square feet planned. **[see DocD.(1)(2), at end]**

DOCUMENTATION REQUIRED FOR SURVEY REVIEW AND VALIDATION

The following documents are required for the review and validation of surveys by Department of Education staff.

DocA. COLLEGE SITES

(1) Copy of current, accurate site inventory report (CCFAC101).
(2) For each site founded since December 1989, copy of approval of establishment and designation of site type documents from SBE (for campus or center) or from SBCC (for special purpose center).
(3) For each center elevated to a campus, and each special purpose center elevated to a center, since 1989, copy of approval of re-designation of site type documents from SBE.

DocB. DETERMINATION OF NEEDS

(1) Copy of current, COFTE ("adjusted annual FTE") projections report (CCFTE602).
(2) For each site, copy of work papers showing factors, standards, and formulas used to generate space needs for assignable space categories and nonassignable types of facilities.
(3) For each site with instructional programs, copy of work papers showing COFTE projections applied to space utilization formulas to determine allocations of student stations.
(4) Copy of current career, vocational, and adult program approval documents from DWD.

DocC. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

(1) Copy of current, accurate facility inventory report (CCFAC102).
(2) For each site, copy of simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations and numbers.
(3) Copy of current, accurate room inventory report (CCFAC103).
(4) Copy of current, accurate aggregate room area by site report, pages 13 and 14--all owned (CCFAC202).

DocD. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

(1) For each floor of a building which has a survey recommendation for remodeling or renovation, copy of simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations and numbers.

(2) For each site, copy of work papers which track effects of survey recommendations, that is, changes to aggregate numbers of student stations, by recommendation, for each instructional space category, and changes to aggregate amounts of square feet, by recommendation, for each assignable space category, which are caused by remodeling, renovation, and new construction recommendations.

SUBMITTING THE SURVEY REPORT

Submit two copies of the survey report, with a cover letter signed by the college President which states the date of review and approval by the District Board of Trustees, along with the supporting documents required for survey review and validation to:

Educational Facilities
Florida Department of Education
Room 1054, Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400
Phone: 850/488-3789 SUNCOM: 278-3789
FAX: 850/488-1442 SUNCOM: 278-1442

CHECKLIST FOR SUBMITTING EDUCATIONAL PLANT SURVEY REPORTS TO DEPARTMENT OF EDUCATION FOR REVIEW AND VALIDATION. The purpose of this section is to provide a checklist for community college boards to use before submitting educational plant survey reports to the Department of Education for review and validation, pursuant to Sections 235.014(10)(a)2. and 235.15(1)(c), Florida Statutes. The list is used in conjunction with the "Guidelines and Legal Requirements for Conducting and Reporting Educational Plant Surveys," contained in Section 6.4, SREF 1999. Checking the survey report against this list will tell if the report is complete and ready for submission.

Lines are provided for written answers. A checkmark (✔) beside an item number means the answer is "Yes;" an ex (✘) beside a number means "No."

1. Name of college. _____

2. Date of previous five-year survey. _____

3. Date of this survey. _____

4. New survey outyear. _____

5. Who conducted this survey? _____

6. Date survey report reviewed and approved by District Board of Trustees (DBOT).
_____

7. Date two copies of survey report submitted to Educational Facilities, Department of Education (DOE).
_____

8. Did submission include cover letter signed by President stating date of DBOT review and approval?

9. Did submission include a copy of this checklist signed by the President of the college and the Chair of the DBOT?

10. Did submission include all supporting documents required for review and validation?

11. Which new survey recommendations are likely to be included in projects which will be paid for, all or in part, by funds provided by Section 9(d), Article XII, State Constitution, as amended?
_____
_____
_____

12. Was the survey conducted for official sites only?

13. Is each site described in the report by its number, name, type, date it was established, address, acreage, and the number and type of facilities it contains?

14. Throughout the report, are sites referred to by name and number?

15. Is a copy of the current, accurate site inventory report (CCFAC101) attached?

16. Are copies of approval documents, by the State Board of Education (SBE) and State Board of Community Colleges (SBCC), of site establishment, designation, and re-designation attached, where required?

17. Is a copy of the current COFTE projections report (CCFTE602) attached?

18. Do COFTE figures used in the survey report match those in the CCFTE602 report?

19. Does the survey report include a table showing nonvocational, vocational, and total COFTE projections

for the college, for the five years of the survey?

20. Does the survey report include a table for each site showing nonvocational, vocational, and total COFTE, and percentage site total COFTE is of college total COFTE, for the survey outyear?

21. Are the outyear COFTE projections for each site included in the program facility list for the site?

22. Are the outyear COFTE projections for each site included in the student stations summary table for the site?

23. Are the outyear COFTE projections for each site included in the space category aggregate square footages summary table for the site?

24. Are the work papers showing factors, standards, and formulas used to generate space needs for assignable space categories and nonassignable types of facilities for each site attached?

25. Have all space needs been generated correctly?

26. Are the generated aggregate amounts of square feet for the space categories and nonassignable types of facilities for each site included in the program facility list for the site?

27. Are the generated aggregate amounts of square feet for the space categories for each site included in the space category aggregate square footages summary table for the site?

28. Have the needed aggregate amounts of square feet for the nonvocational laboratory and vocational laboratory space categories for each educational site been determined by the actual number of student stations and the specific instructional programs at the site?

29. Are the work papers showing COFTE projections and space utilization formulas used to allocate student stations for the classroom, nonvocational laboratory, and vocational laboratory space categories for each educational site attached?

30. Have all student station allocations been calculated correctly?

31. Are the allocated student stations for each site included in the program facility list for the site?

32. Are the allocated student stations for each site included in the student stations summary table for the site?

33. Does the survey report include a listing of educational programs approved by the DBOT, by nonvocational and vocational areas of study?

34. Is a copy of the current career, vocational, and adult program approval documents from the Division of Workforce Development (DWD) attached?

35. Are all career, vocational, and adult educational programs included in the program facility lists approved by DWD?

36. Are all survey recommendations related to career, vocational, and adult educational programs supported by DWD program approval?

37. Does the survey report include a program facility list for each site?

38. Are the nonvocational and vocational student stations needed at each educational site appropriately distributed among the laboratory programs in the program facility list for the site?

39. Are all program laboratory and related spaces in the program facility lists suitably selected from the size of space and occupant design criteria tables contained in State Requirements for Educational Facilities (SREF)?

40. Are existing satisfactory laboratories for teaching viable educational programs accounted for in the program facility lists?

41. Is a copy of the current, accurate facility inventory report (CCFAC102) attached?

42. Is a copy of a site plan showing building locations attached for each site?

43. Is a copy of the current, accurate room inventory report (CCFAC103) attached?

44. Is a copy of the current, accurate aggregate room area by site report, pages 13 and 14–all owned (CCFAC202) attached?

45. Does the survey report contain a table for each site which lists the facilities on that site, describing each by number, name, type, status, and condition?

46. Does the facilities table for each site also show for each building the numbers of satisfactory classroom, nonvocational laboratory, and vocational laboratory student stations, and the building area, in assignable net square feet and gross square feet?

47. Throughout the report, are facilities referred to by number and name?

48. Does the survey report contain a table for each site in which net changes since the previous five-year survey, in student stations and space category square feet, from a satisfactory to an unsatisfactory condition are reported?

49. Do the tables include an explanation and justification for each increase in the number of unsatisfactory stations or amount of unsatisfactory square feet?

50. Are the aggregate numbers of existing satisfactory student stations for each educational site included in the student stations summary table for the site?

51. Are the aggregate amounts of existing satisfactory square feet for the space categories for each site included in the space category aggregate square footages summary table for the site?

52. Does the survey report contain recommendations for each site?

53. Are the recommendations limited to fixed capital outlay items, that is, to the acquisition, remodeling, renovation, and construction of real property?

54. Does each recommendation contribute to resolving differences between the existing educational and ancillary plants and the determination of future needs?

55. Is a copy of the appropriate floor plan drawings attached for each remodeling and renovation recommendation?

56. Are copies of work papers which track the effects of remodeling, renovation, and new construction recommendations, on aggregate numbers of student stations and aggregate amounts of square feet, attached?

57. Does the survey report contain the campus master plan update and detail for the college?

58. Does the survey report contain an explanation of how the survey recommendations will implement the campus master plans?

59. Does the survey report name the local governing bodies with which the college comprehensive fixed capital outlay plan has been coordinated?

60. Does the survey report include documentation of how the survey recommendations will integrate with

local comprehensive plans and land development regulations of the local governing bodies?

61. Does the survey report contain a student stations summary table for each educational site, which shows by the three instructional space categories, the numbers of stations needed, numbers of satisfactory stations existing, changes caused by remodeling, renovation, and new construction recommendations, total numbers of stations planned, and the COFTE that will be accommodated?

62. Are the numbers of stations planned the same as the numbers of stations needed?

63. Does the survey report contain a space category aggregate square footages table for each site, which shows by the ten space categories, the amounts of square feet needed, amounts of satisfactory square feet existing, changes caused by remodeling, renovation, and new construction recommendations, and the total amounts of square feet planned?

64. Are the amounts of square feet planned the same as the amounts of square feet needed?

The Educational Plant Survey for _____ College

was approved by the District Board of Trustees on _____.
Date

_____ _____
College President Chair, District Board of Trustees

_____ _____
Date Date

State Requirements for Educational Facilities 1999

Volume II of II

❑ Building Code

TABLE OF CONTENTS
VOLUME TWO OF TWO

CHAPTER NUMBER	PAGE NUMBER	CONTENTS
7	255	**UNIFORM BUILDING CODE (UBC)**
	259	PUBLIC EDUCATIONAL FACILITIES.
	259	(1) Public Schools and Community Colleges General Requirements.
	259	(2) Code Enforcement.
	260	(3) Reference Documents.
	260	(4) Definitions.
	262	(5) Administration of Public Education Projects.
	263	(6) Life Safety.
	264	(7) General Requirements for New Construction, Additions, Renovation and Remodeling.
	266	(8) Structural Design.
	266	(9) Site Requirements.
	268	(10) Wood.
	269	(11) Roofing.
	269	(12) Doors and Windows.
	271	(13) Special Safety Requirements.
	272	(14) Mechanical.
	272	(15) Plumbing.
	273	(16) Electrical.
	274	(17) Assembly Occupancies in Public Educational Facilities.
	275	(18) Shade and Green Houses.
	275	(19) Storage.
	276	(20) Child Care/Day Care/Pre-Kindergarten Facilities
	276	(21) Clinics.
	277	(22) Kilns.
	278	(23) Open Plan Schools.
	278	(24) Public Shelter Design Criteria.
	281	(25) Time-Out Rooms.
	282	(26) New Relocatable Buildings.

PUBLIC EDUCATIONAL FACILITIES. Public educational facilities shall comply with the state minimum building code and life safety code *(see Rule 6A2.001)*. These are minimum standards; boards may impose more restrictive requirements. Additional requirements for public educational facilities in Florida , including public schools and public community/junior colleges, are found in these standards.

(1) **PUBLIC SCHOOLS AND COMMUNITY COLLEGES GENERAL REQUIREMENTS**.

(a) **Owner.** Each school board and community college board of trustees is deemed to be the owner of facilities within its respective jurisdiction. Boards shall provide for enforcement of the building codes, life safety codes, including standards for health, sanitation, and others as required by law.

(b) **Exemption from Local Requirements.** All public educational and ancillary plants constructed by a school board or a community college board are exempt from all other state, county, district, municipal, or local building codes, interpretations, building permits, and assessments of fees for building permits, ordinances, road closures, and impact fees or service availability fees as provided in Section 235.26(1)(a), F.S.

(2) **CODE ENFORCEMENT**.

(a) **School Boards and Community College Boards.** Section. 553.80(6), F.S., provides options for plan review services and inspections by school boards and community college boards.

(b) **Owner Review and Inspection.** A school board or community college board which undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall review construction documents as required by law in sections 235.017, F.S., and Section 553.80(6), F.S., and shall ensure compliance with requirements of law, rule, and the building and life safety codes. Section. 553.80(6), F.S., states that district school boards and community college boards shall provide for plan review and inspections for their projects. They shall use personnel certified under Part XII or Chapter 468, F.S., to perform the plan reviews and inspections or use one of the options provided in Section 235.017, F.S. Under this arrangement, school boards and community college boards are not subject to local government permitting, plan review, and inspection fees.

(c) **Local Government Review and Inspection.** As an option to the owner providing plan review and inspection services, school boards and community college boards may use local government code enforcement offices who will not charge fees more than the actual labor and administrative costs for the plan review and inspections. Local government code enforcement offices shall expedite permitting. Any action by local government not in compliance with Section 553.80(6), F.S., may be appealed to the Florida Building Commission, which may suspend the authority of that local government to enforce the state minimum building code and life safety codes on the facilities of school boards and community college boards.

(d) **Other Regulatory Agencies**. Boards shall coordinate the planning of projects with state and regional regulatory and permitting agencies, as applicable. Other state or local agencies may inspect new construction or existing facilities when required by law; however, such inspections shall be in conformance with the code as modified by this section.

(e) **Day Labor Projects**. Any one (1) construction project estimated to cost two hundred thousand dollars ($200,000) or less where bonafide board employees or contracted labor provide the work. Day labor projects are subject to the same building and life safety codes as new construction.

(f) **Routine Maintenance.** Maintenance projects are subject to the same building and life safety codes as new construction. Chapter 489, F.S., exempts boards from the use of a licensed general contractor for projects up to $200,000 where bonafide board employees provide the work. Maintenance projects estimated to cost more than $200,000 and which include construction, renovation and or remodeling, shall be reviewed for compliance with code.

(g) **Certificate of Occupancy.** New buildings, additions, renovations, and remodeling shall not be occupied until the building has received a certificate of occupancy for compliance with codes that were in effect on the date the construction contract was signed.

(h) Reuse and prototype plans shall be code updated with each new project.

(3) **REFERENCE DOCUMENTS.**

(a) **School Board and Community Colleges.** In addition to complying with the state minimum building code, life safety codes, and other adopted standards and this section, public educational facilities and sites shall comply with applicable federal and state laws and rules.

1. **Rule 6-2 and SREF.** *State Requirements for Educational Facilities*. Florida Department of Education document which includes required design standards, capital outlay project process requirements, and various agencies having jurisdiction during project planning and construction.
2. **FEMA**. Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, Revised as of October 1, 1995.
3. **Florida Statutes and State Rules.** Including, but not limited to, Chapters 235, 240, 255,442, 468, 471, 481, 489, 553, 633, and Section 287.055 F.S., and various state rules as applicable to specific projects.
4. **Accessibility Requirements for Children's Environments.** U.S. Department of Justice and the U. S. Architectural and Transportation Barriers Compliance Board.
5. **Handbook for Public Playground Safety.** Playgrounds and equipment shall be designed and installed using the "Handbook for Public Playground Safety" by the U. S. Consumer Product Safety Commission, and the ASTM/CPSC "Playground Audit Guide" as applicable.
6. **ANSI Z53.1**. "American National Standard Safety Color Code for Marking Physical Hazards," used in shops where machinery requires marking and safety zones.
7. **ASCE 7-98.** American Society of Civil Engineers.
8. **"Life Cycle Cost Guidelines for Materials and Buildings for Florida's Public Educational Facilities"** available from the Department of Education, Educational Facilities.

(4) **DEFINITIONS**

(a) **ASSEMBLY.** Assembly occupancies include, but are not limited to, buildings or portions of buildings used for gatherings of fifty (50) or more people. Assembly occupancies include adjacent and related spaces to the main seating area, such as stages, dressing rooms, workshops, lobbies, rest rooms, locker rooms, and store rooms. School board and community college facilities shall follow the requirements of NFPA 101 for assembly spaces.

(b) **BOARD.** Unless otherwise specified, in this section "board" means a district school board and a community college board of trustees.

(c) **BOILER.** A heat-producing appliance intended to supply hot water or steam. Boilers and the

inspection of boilers shall comply with the Boiler Safety Act of 1987.

(d) **CERTIFICATE OF OCCUPANCY.** Documentation issued by an authority having jurisdiction which indicates inspection and approval of completion of a construction project pursuant to the requirements of Florida law.

(e) **COURTYARD.** A court or enclosure adjacent to, or surrounded by, a building(s) and/or walls.

1. **Exterior Courtyard.** A courtyard which is not roofed, has a minimum width of forty (40) feet, and has an opening a minimum width of forty (40) feet, with no obstructions, on at least one end. An exterior courtyard may be considered exterior space and used for exiting of adjacent spaces. For an exterior courtyard with an opening between forty (40) feet and sixty (60) feet wide, the walls and wall openings must meet the requirements of SBC Table 600 and the maximum travel to the courtyard opening shall not exceed 150 feet from any point within the courtyard.
2. **Enclosed Courtyard** - A courtyard which is not roofed and which is substantially surrounded by a building(s) on two sides or more and each opening to the exterior is less than forty (40) feet in width. The courtyard area shall be calculated for maximum occupancy as an assembly space and the number and size of remotely located exits shall be calculated for the maximum possible load. The maximum possible load is the greater of the calculated capacity of the courtyard or the load imposed by the surrounding spaces. An enclosed courtyard may be used as a component of exit access provided that the walls and wall openings meet the requirements of SBC Table 600 and the maximum travel to the exit discharge does not exceed one hundred fifty (150) feet from any point within the enclosed courtyard. An enclosed courtyard cannot serve as the exterior for exiting or for emergency rescue openings.
3. **Roofed Courtyard.** A courtyard which is roofed in any manner. Courtyards may be used for assembly spaces and may not be used as a component of exiting from adjacent spaces.

(f) **FACILITY.** Within public education, facilities are additionally defined as follows:

1. **Ancillary Facility.** A building or other facility necessary to provide district-wide support services, such as an energy plant, bus garage, warehouse, maintenance building, or administrative building.
2. **Ancillary Plant.** The buildings, site, and site improvements necessary to provide district-wide vehicle maintenance, storage, building maintenance activities, or administrative functions necessary to provide support services to an educational program.
3. **Auxiliary Facility.** The support spaces located at educational facilities and plants which do not contain student stations but are used by students, such as libraries, administrative offices, and cafeterias.
4. **Educational Facility.** Buildings and equipment, structures, and special educational use areas that are built, installed, or established to serve primarily the educational purposes and secondarily the social and recreational purposes of the community.
5. **Educational Plant.** Comprises the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the

educational program.

6. **Existing Facility.** A facility owned, rented, or leased.
7. **Leased Facility.** A facility not owned, but contracted for use.
8. **Permanent Facility.** A facility designed for a fixed location.
9. **Relocatable/Portable Facility.** A building which is designed with the capability of being moved to a new location.
10. **Modular Facility.** A structure which, when combined with other modules and/or demountable roof and/or wall sections, forms a complete building. This facility may be relocatable.

(g) **MAINTENANCE AND REPAIR**. The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement, short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements providing that the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life-safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation, except as noted above.

(h) **NEW CONSTRUCTION.** Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction.

(i) **OPEN PLAN BUILDING.** Any building which does not have corridors defined by permanent walls and is entirely open or divided by partitions which may be easily rearranged.

(j) **OPEN PLAN INSTRUCTIONAL SPACE.** An arrangement of two (2) or more class areas with no permanent partitions or wall separations.

(k) **OWNER.** Each school board and community college board of trustees is deemed to be the owner of facilities within its respective jurisdiction.

(l) **PERMIT.** A permit for construction is documentation issued by an authority having jurisdiction which indicates approval of construction plans prepared pursuant to the requirements of Florida law. After January 1, 2001, refer to Chapter 2 of the Florida Building Code.

(m) **REMODELING.** The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts the existing life safety systems of the building.

(n) **RENOVATION.** The rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.

(o) **SEPARATE ATMOSPHERE.** The individual volumes of air in a building which are divided by smoke proof barriers to limit contamination of the air by smoke and fumes during a fire.

(p) **SEPARATE BUILDING.** A structure separated from other buildings by 60 feet or more, or by a

four (4) hour fire wall.

(q) **STUDENT-OCCUPIED SPACE.** Any area planned primarily for use by six (6) or more students.

(5) **ADMINISTRATION OF PUBLIC EDUCATION PROJECTS**

(a) **Occupancy During Construction.** School board and community college board facilities, or portions of facilities, shall not be occupied during construction unless exits, fire detection and early warning systems, fire protection, and safety barriers are continuously maintained and clearly marked at all times. Construction on an occupied school board site shall be separated from students and staff by secure barriers. Prior to issuance of the Notice to Proceed, a safety plan shall be provided by the contractor which clearly delineates areas for construction, safety barriers, exits, construction traffic during the various phases of the project and when conditions change. Where heavy machinery, as is used for earth moving or scraping, is required to work on a school board's occupied site, the work shall be separated from occupants by secure double barriers with a distance of ten (10) feet in between. New construction, remodeling or renovations in existing facilities shall not reduce the means of egress below the requirements for new buildings; safe means of egress from a student-occupied space may be accomplished as authorized by NFPA 101. New construction (additions) shall not block or reduce safe means of egress.

(b) **Contractor Toxic Substance Safety Precautions.** When toxic substances are to be used during the maintenance, renovation, remodeling, or addition to an existing facility, the contractor shall notify the administrator in writing at least three (3) working days before any toxic substance listed in Section 442.103, F.S., is used. The notice shall indicate the name of each of the toxic substances which will be used, where and when they will be used, and a copy of a material safety data sheet (MSDS) for each, as defined in Section 442.102, F.S. The contractor shall comply with the safety precautions and handling instructions set forth in the material safety data sheet. Copies of hazardous waste manifests documenting disposal shall be provided to the facility's administrator who will notify occupants of the anticipated presence of toxic substances during the maintenance, renovation, remodeling, or addition to an existing facility.

(c) **Flammable or Explosive Substances.** No flammable or explosive substances or equipment shall be introduced during a remodeling or renovation project in a facility of normally low or ordinary hazard classification while the building is occupied.

(6) **LIFE SAFETY**

(a) **Separate Exits.** In assembly occupancies, each required exit must exit into a separate atmosphere or to the exterior, to be considered as a separate exit.

(b) **Exit Access.** Exit access shall not be through a toilet room, storage room, or similar space, or any space subject to being locked.

(c) **Location of Fire Extinguishers and Blankets.** Fire extinguishers may be located inside student-occupied spaces provided they are placed adjacent to the primary exit door, and the room door remains unlocked when the facility is occupied, and a permanently affixed sign, with a red background and white letters (raised letters and braille), reading "FIRE EXTINGUISHER INSIDE" is placed on the outside adjacent to the door. Fire extinguisher cabinets shall not be locked. Fire blankets shall be located in each laboratory and each shop where a fire hazard may exist. Fire extinguishers and fire blankets shall be readily accessible and suitable for the hazard present and

shall not be obstructed or obscured from view. Extinguishers and blankets shall be on hangers or brackets, shelves, or cabinets so that the top of the extinguisher or blanket is not more than fifty-four inches (54") above finish floor (AFF) and complies with state and federal accessibility requirements. All extinguishers shall be installed and maintained in accordance with NFPA. Extinguishers shall remain fully charged and operable at all times and have a current tag to indicate compliance.

(d) **Common Fire Alarm.** Buildings within sixty (60) feet of each other shall have a common fire alarm system. Emergency shelters shall have the fire alarm panel located in the space identified as the shelter manager's office.

(e) **Fire Alarm Sending Stations.** Sending stations may be located inside student-occupied spaces, adjacent to the primary exit door only if the door to the occupied space is unlocked at all times while the facility is occupied. When located inside a student occupied space, a permanently affixed sign reading "FIRE ALARM PULL STATION INSIDE" shall be placed outside that space adjacent to the door. This sign shall have a red background with white letters (raised letters and braille). Sending stations shall be mounted to meet accessibility requirements.

(f) **Automatic Shut Off**. The fire alarm system shall shut off gas and fuel oil supplies which serve student-occupied spaces or pass through such spaces. The fire alarm system shall not shut off gas supplies which serve emergency power sources. Kitchen gas supplies shall be shut off by the Ansul System. The shut-off valve shall be located exterior to the building. The shut-off valve shall have a manual reset.

(g) **Unoccupied Rooms and Concealed Spaces.** Rooms or spaces for storage, custodial closets, mechanical rooms, spaces under stages with wood structures and other unoccupied or unsupervised spaces in a building shall have automatic smoke or heat detector devices installed . Any concealed space with exposed materials having a flame spread rating greater than Class A, including crawl spaces under floors, interstitial spaces between ceiling and floor or roof above and attic spaces, shall be equipped with heat detector devices. Smoke and heat detector devices shall be installed in accordance with NFPA 72.

(h) **Boiler Rooms.** Each boiler room shall have an out-swinging door opening directly to the exterior. A fire door swinging into the boiler room shall be provided for any opening into the interior of the building. There shall be no opening into any corridor or area designed for use by students.

(7) **GENERAL REQUIREMENTS FOR NEW CONSTRUCTION, ADDITIONS, RENOVATION, AND REMODELING.**

(a) **Codes and Standards.** Educational facilities owned by school boards and community college boards shall meet the construction requirements of the state minimum building code, life safety codes, state and federal laws and rules, and this section for Florida's Public Educational Facilities for new construction , remodeling and renovation of existing facilities. This is a minimum standard; boards may impose more restrictive safety and level of quality standards for educational, auxiliary, and ancillary facilities under their jurisdiction provided they meet or exceed these minimum requirements.

1. **Educational Occupancy.** School board educational facility projects whether owned, lease-purchased or leased shall comply with the Educational Occupancy and Assembly Occupancy

portions of the above referenced codes as applicable, except where in conflict with this section. The support spaces such as media centers, administrative offices, auditoriums, gymnasiums, and cafeterias and kitchens located within educational facilities are not separate occupancies.

2. **Business Occupancy.** Community college board educational facility projects whether owned, lease-purchased or leased shall comply with the Business Occupancy and the Assembly Occupancy of the above referenced codes as applicable, except where in conflict with this section.
3. **Ancillary Facility.** School board and community college board ancillary facilities such as warehouses or maintenance buildings, shall use the applicable occupancy section of the state minimum building code and life safety codes. Ancillary facilities on educational plant sites shall be separated from the educational facility as required by code.

(b) **Space Standards.** School board and community college board facility sizes shall use standards in the "Size of Space and Occupant Design Criteria Table" found in the Department of Education document, *State Requirements for Educational Facilities (SREF)*.

(c) **Construction Type.** School board and community college buildings including auxiliary, ancillary and vocational facilities shall comply with the following:

1. **Non-combustible Type IV.** The minimum construction Type for one (1) and two (2) story public educational facilities shall be non-combustible Type IV construction or better.
2. **Type II.** Facilities three (3) stories or more shall be Type II construction or better.
3. **Type III.** When Type III construction is used, wood shall be exposed and not covered by ceilings or other construction.

   Exceptions:

   a. Covered walkways open on all sides may be Type V or Type VI construction.
   b. Dugouts, press boxes, concession stands, related public toilet rooms, and non-flammable storage buildings which are detached from the main educational facility by at least sixty (60) feet, may be Type V or Type VI construction.

(d) **Standards for Remodeling and/or Renovation Projects**. Portions of buildings being remodeled and/or renovated shall be brought into compliance with current required life safety codes and the building code as required by the plan review authority in its best judgement.

(e) **Leased Facilities.** Leased facilities shall be brought into compliance with applicable occupancy requirements of the state minimum building code and the life safety codes prior to occupancy.

(f) **Asbestos Prohibited.** The federal Asbestos Hazard Emergency Response Act, (AHERA) 40 CFR, Part 763, as revised July 1, 1995, prohibits the use of any asbestos containing materials in any public education construction project and requires certification of same by the architect of record.

(g) **Life Cycle Cost Guidelines for Materials and Building Systems.** An analysis shall be included, as required by Section 235.26(3), F.S., which evaluates building materials and systems, life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 235.26(2)(f)5., F.S. Standards for evaluation of materials are available from the Department in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."

(h) **Safe School Design**. Recognizing that providing a safe, secure, orderly and peaceful learning environment is essential to the educational process and the general welfare of Florida's school population, including pre-K through twelve (12), vocational and community colleges, safe school design strategies are available from DOE/Educational Facilities and the DOE Internet site. School boards shall design educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles, including but not limited to the following:

1. Natural access and control of schools and campuses.
2. Natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery.
3. School and campus territorial integrity; securing courtyards, site lighting, building lighting.
4. Audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored.
5. Designs which will promote the prevention of school crime and violence. Exterior architectural features which do not allow footholds or handholds on exterior walls, tamper-proof doors and locks, non-breakable glass or shelter window protection system; also landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches; apply slippery finishes to exterior pipes.
6. Exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance.
7. Open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings.

(8) **STRUCTURAL DESIGN.**

(a) **Load Importance Factor.** Structural design shall comply with code requirements and wind loads as stipulated by the state minimum building code and life safety codes. Design shall be based on ASCE 7-98, with a wind load importance factor for educational facilities of 1.1.

(9) **SITE REQUIREMENTS.**

(a) **Fencing.** Fencing for school board educational plants shall be of a material which is non-flammable, safe, durable, and low maintenance, provides structural integrity, strength and esthetics appropriate for the intended location. Fence heights shall be in compliance with local zoning regulations. Access shall be provided for maintenance machinery. Prohibited materials for non-agricultural educational plants include razor wire, barbed wire and electrically charged systems.

1. **Required Locations.** Fencing is required to separate students from potential harm, and shall be provided in the following locations at school board kindergarten through grade 5 facilities:
   a. Exposed mechanical, plumbing, gas, or electrical equipment located on ground level.
   b. Special hazards as identified by the authority having jurisdiction including retention ponds whose permanent water depth or whose water depth over a 24 hour period exceeds one (1) foot, deep drainage ditches, canals, highways, play fields adjacent to roadways.
   c. All child care and kindergarten play areas.

(b) **Walks, Roads, Drives, and Parking Areas.** Walks, roads, drives, and parking areas on educational and ancillary sites shall be paved. Roads, drives, and parking areas shall be in compliance with Department of Transportation (DOT) road specifications and striped in compliance with DOT paint specifications. All paved areas shall have positive drainage.

1. **Covered Walks.** All buildings in kindergarten through grade twelve (K-12) educational facilities shall be connected by paved walks and accessible under continuous roof cover. New relocatable classroom buildings shall be connected to permanent buildings by paved covered walks where applicable. Roofs for covered walks shall extend one (1) foot beyond each side of the walk. Gutters or other water funneling devices shall prevent storm water from pouring onto or draining across walks.
2. **Accessible Walks and Bridges.** Accessible walks shall connect building entrance(s) to accessible parking, public transportation stops, public streets, sidewalks, loading and drop-off zones, and other facilities within the site as required by the accessibility standards. School board sites where educational plants are separated by highways shall be connected by overhead pedestrian bridges.
3. **Drainage.** Soil, grass, and planting beds shall provide positive drainage away from sidewalks, but shall not fall away at more than a three percent (3%) gradient slope for a minimum distance of five (5) feet from the edge. The location of all drains, grates, drop inlets, catch basins, other drainage elements and curb cuts shall be out of the main flow of pedestrian traffic.
4. **Vertical Drops.** Walls, railings, or other physical barriers which are at least a minimum twelve (12) inches in height, shall define and protect any vertical drop between joining or abutting surfaces of more than six (6) inches but less than eighteen (18) inches in height. Any vertical drop of eighteen (18) inches or more shall be protected by a wall or guardrail a minimum of forty two (42) inches in height.
5. **Roads and Streets.** Educational and ancillary site access shall consist of a primary road and another means of access to be used in the event the primary road is blocked. Stabilized wide shoulders of the primary road, unobstructed by landscaping, planters, light fixtures, poles, benches, etc., which allow a third lane of traffic, may satisfy the requirement for the other means of access. Driveways shall not completely encircle a school plant, to allow student access to play areas without crossing roads; vehicular and pedestrian traffic shall not cross each other on the site; bus driveways and parent pick-up areas shall be separated.
6. **Bus Drives.** Bus drives on educational sites shall be designed so that buses do not have to back up. The minimum width shall be twenty-four (24) feet for two-lane traffic. The turning radius on educational and ancillary sites and for turning off public access streets shall be as follows: one-way traffic, sixty (60) feet minimum measured to the outside curb or edge of the traffic lane; two-way traffic, sixty (60) feet minimum measured to the centerline of the road.
7. **Vehicle Parking Areas.** Vehicle parking areas shall comply with minimum parking space requirements in this section. Except for parking space requirements to meet federal and state accessibility laws, where alternate transportation or parking arrangements are available the parking area requirements may be reduced from these standards if sufficient justification

documentation is provided and if the review authority approves the reduction based on the justification. Overflow parking areas may utilize alternative parking surfaces which facilitate water absorption rather than runoff when approved for use by the review authority. This requirement usually applies to a percentage of the parking spaces, not all of them.

EXCEPTION: Accessible parking spaces shall be hard surface.

8. **Minimum Parking Requirements.**
   a. Faculty and staff = one (1) space for each member.
   b. Visitors = one (1) space for every one-hundred (100) students.
   c. Community clinics where provided = ten (10) spaces, including one (1) accessible space.
   d. High schools = one (1) space for every ten (10) students in grades eleven (11) and twelve (12).
   e. Vocational schools = one (1) space for every two (2) students.
   f. Community colleges = one (1) space for every two (2) students.
   g. Accessible parking = Parking spaces designated for the physically disabled shall comply with the ADA, the DCA Florida Americans With Disability Implementation Act, Florida Accessibility Code for Building Construction (FACBC); and Section 316.1955, F.S.

(c) **Site Lighting Required.** Design, construction, and installation of exterior security lighting for educational and ancillary facilities shall be provided for:

1. Auto, bus, and service drives and loading areas.
2. Parking areas.
3. Building perimeter.
4. Covered and connector walks between buildings and between buildings and parking.
5. **Lighting for Parking Areas.** Parking area lighting standards shall be designed to withstand appropriate wind loads. Parking areas shall be illuminated to an average maintained horizontal footcandle, measured at the surface as follows:
   a. Parking areas = one (1) footcandle
   b. Covered and connector walks = one (1) footcandle
   c. Entrances/Exits = two (2) footcandles
6. **Building Exteriors.** Building exteriors, perimeters, and entrances may be illuminated to the minimum number of footcandles, measured at the surface with a suggested uniformity ratio of 2:1 as follows:
   a. Entrances = five (5) footcandles
   b. Building surrounds = one (1) footcandle
7. **Shielding.** Exterior lighting shall be shielded from adjacent properties.

(d) **Building Setbacks.** Building Setbacks from the property line shall comply with local setback requirement minimums, but shall, at a minimum, be twenty-five (25) feet where site size permits.

(e) **School Board Playgrounds, Equipment, and Athletic Fields.** Playgrounds, equipment, and athletic fields shall be accessible, compatible with the educational facility served and shall comply with the following:

1. Kindergarten play areas shall be separated from other play areas, fenced, and shall be directly accessed from the kindergarten classrooms.

2. Playgrounds and equipment shall be designed and installed using the "Handbook for Public Playground Safety" by the U. S. Consumer Product Safety Commission, and the ASTM/CPSC "Playground Audit Guide" as applicable, resulting in facilities which are safe, structurally sound, vermin proof, and do not have jagged or sharp projections.
3. Direct access from the school buildings shall be provided to play areas and athletic fields without crossing public roads, on site traffic lanes, and parking lots.
4. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts shall be designed to meet code requirements and the occupant capacity anticipated for the program.

(f) **Exterior Signage.** All permanent and free standing exterior signs shall be designed to withstand appropriate wind loads. Illuminated signs shall comply with the electrical and installation requirements of the state minimum building code and life safety codes.
1. Site signage shall not create visual barriers at entrances, sidewalks, roads, or road intersections.
2. Accessible routes, including parking, building directories, building identification, and accessible entrances shall be marked by exterior signage in conformance with federal and state accessibility laws.

(g) **Landscaping.** Refer to Section 235.435(5), F.S., for school board and community college requirements. Xeriscaping is defined in Section 373.185, F.S.

(h) **Transmission Line Right-of-Way.** Buildings, play areas, and common use areas shall not be located within a high-voltage power transmission line right-of-way.

(i) **School Site Master Plan.** New Schools planned after the effective date of these standards shall include, as applicable: facility design capacity; floodplain locations; covered accessible walks; infrastructure locations for, and extensions of, technology, telephone, electricity, fire alarm; and, where applicable, water and sewer utilities, and relocatables.

(10) **WOOD**

(a) **Fire-Retardant Treated Wood (FRTW).** Fire-retardant treated wood shall not be used in permanent educational facilities. Only FRTW which does not contain ammonium phosphates, sulfates, or halides, may be used in roof structures of non-combustible Type IV ancillary facilities as allowed by the state minimum building code, but only under the following conditions:
1. After treatment, all fire-retardant treated lumber shall be kiln dried to a moisture content of nineteen percent (19%) or less, and all plywood to fifteen percent (15%) or less.
2. Fire-retardant treated plywood and lumber shall have design values and span ratings based on strength testing after exposure to elevated temperatures and moisture.
3. Inspection access panels shall be provided for annual inspection of the condition of the structure and the connectors.
4. Evidence of compliance shall be provided.
5. **Interior Applications.** Interior Type A FRTW shall be used in enclosed interior applications only, including roof sheathing. Interior FRTW shall not be used in damp or wet conditions or in contact with concrete slabs or soil and must be stored in a dry place during construction. Interior fire-retardant treated lumber and plywood shall have a flame spread of twenty-five (25)

or less when tested in accordance with ASTM E-84, "Standard Test Method for Surface Burning Characteristics of Building Materials."

6. Exterior Applications. All fire-retardant treated lumber and plywood intended for exterior use shall be pressure impregnated with an American Wood Preserver's Association (AWPA). Exterior type fire-retardant treatment. Exterior fire-retardant treated lumber and plywood shall have a flame spread of twenty-five (25) or less when tested in accordance with ASTM E-84, "Standard Test Method for Surface Burning Characteristics of Building Materials."

(11) **ROOFING.**

(a) **Class A Materials.** All roofing materials shall be labeled Class A per ASTM E-108 and shall be certified by a nationally recognized independent testing laboratory. All roofing systems shall be installed within the limitations of the test procedure for surfacing, deck cross slope, and combustibility.

(b) **Insulation and Moisture Protection.** Insulation, moisture protection, roofing, thermal requirements, fireproofing and firestopping shall be designed and constructed in compliance with the State minimum building code and life safety codes. Cellulose insulation may only be used if it is treated with fire-retardant borate based chemicals; the contractor shall retain bag labels on site for review by building inspector.

(c) **Phased Installation Prohibited.** All new installed materials shall be sealed from moisture penetration at the end of each day. The contractor shall provide the architect/engineer (A/E) of record a "final statement of compliance" for the board.

(d) **Manufacturer's One-Year Inspection.** The roof shall be inspected by the manufacturer's representative within one (1) year of acceptance by the board.

(12) **DOORS AND WINDOWS.**

(a) **Doors.** All spaces with and occupant load of six (6) or more students, regardless of use, shall have a door opening directly to the exterior, or as required in NFPA, in building of three stories or less shall have a rescue window opening directly to the exterior, or shall be fully sprinklered. All doors and gates from spaces with an occupant load of six (6) or more students, regardless of use or location, shall swing in the direction of exit travel, shall be of the side hinged type, and shall always be operable from the inside by a single operation and without a key.

1. Doors for steam rooms, locker rooms, shower rooms, individual and group toilet rooms shall swing in the direction of exit travel, and shall always be operable for exit from the inside.
2. No mirrors, draperies, curtains, equipment, furnishings, decorations, or other objects which may confuse, obstruct, or conceal the exit or the direction of exit shall be placed to obstruct a means of egress.

(b) **Recessed.** Doors when fully opened shall not extend into the required exit width of corridors, except for door thickness and required hardware. Doors may either be recessed and hinged to swing ninety (90) degrees, or contain a view panel and be hinged to swing one-hundred eighty (180) degrees.

(c) **Special Function Doors.** Special function doors, including balanced doors and overhead doors, shall not be used in a means of egress.

(d) **Overhead and Sliding Security Grilles.** Security grilles shall have an adjacent side-hinged door

swinging in the direction of exit and readily opened from the inside.

(e) **Gates.** Gates used to secure buildings or used for egress shall be side-hinged and readily opened from the side from which egress is to be made without the use of a key or special tool, or shall have a adjacent side hinged door, or doors as required for occupant load, swinging in the direction of exit and readily opened from the inside without a key.

(f) **Hardware.** Doors and gates shall be equipped with hardware which will allow egress at all times without assistance. Projecting hardware on doors swinging into a means of egress is not considered an obstruction if the door opens flat against the wall. No padlock, chain, hasp, lock, deadbolt, or other device shall be installed at any time on any door used for exiting. (For example, lockers and cabinets are not included; walk-in freezers and walk-in vaults are included.) Doors which by code require closers and other doors subject to wind exposure shall be equipped with closers to prevent slamming and uncontrolled opening.

(g) **Safety Glazing: Panels and Storefronts.** Glazed panels within forty-eight (48) inches of a door shall be tempered glass, safety glass, or in fire-rated assemblies impact-resistant fire-rated glass, excluding transoms or vertical panels above six feet eight inches (6' 8").

1. Storefronts shall use tempered or safety glass for all glazing below door head height.
2. Large glass panels shall be subdivided by a built-in horizontal member or a permanent chair rail not less than one and one-half (1½) inches in width, located between twenty-four (24) and thirty-six (36) inches above the floor.
3. Glazed panels beginning eighteen inches (18") or less from the floor, greater than nine (9) square feet in area, with a walking surface within thirty-six inches (36") of the panel, shall be tempered or safety glass.

(h) **Windows.** Natural light and ventilation requirements for new construction shall be satisfied by windows with operable glazing, providing a net free open area equivalent to five (5) percent of the floor area, in all classrooms on the perimeter of buildings, where required by Chapter 235, F.S. Auxiliary spaces, music rooms, gyms, locker and shower facilities, laboratories requiring special climate control, and large group instructional spaces having a capacity of more than one-hundred (100) persons need not have operable windows for the purpose of providing natural light and ventilation. Emergency access, emergency rescue, and secondary means of egress windows may be included in the calculation to comply with this requirement. Projecting and awning windows shall not be located below door head height if in, or adjacent to, a corridor or walkway. If a security/storm screen or grille is installed on the outside of an emergency access, rescue or egress window assembly shall be operable from the inside by a single operation without the use of tools to allow for exit under emergency conditions. The Emergency Rescue windows shall be identified by signage and the release device shall be readily identifiable.

(13) **SPECIAL SAFETY REQUIREMENTS.**

(a) **Master Control Switch.** In addition to the regular main supply cut-off, each laboratory type space (such as biology, industrial chemistry, physics, home economics, and electronics lab) equipped with unprotected gas cocks, compressed air valves, water or electric services which are easily accessible to students, shall have master control valves or switches with permanently attached handles, located and accessible within fifteen (15) feet of the instructor's station or adjacent to the

door within that space to allow for emergency cut- off of services. The cut-offs shall be in a non-lockable place and the location and operation shall be clearly labeled. Valves shall completely shut off with a one-quarter (¼) turn. Computer labs are exempted from this requirement. (Also, see Emergency Shut Off Switches and Emergency Disconnects requirements under Electrical.)

(b) **Interior Signage.** Signage is required in educational and ancillary facilities. Design, construction, installation, and location of interior signage and graphics shall comply with the State minimum building code and life safety codes and the following:

1. Emergency windows: "EMERGENCY RESCUE - KEEP AREA CLEAR."
2. Capacity signs in each space with a capacity of fifty (50) or more occupants. The signs shall be mounted adjacent to the main entrance door.
3. Room name, room number and FISH inventory numbers (if different) shall be provided for each space.
4. A graphic diagram of primary and emergency evacuation routes shall be posted adjacent to the primary exit door from each space occupied by six (6) or more students. The diagram shall clearly indicate, by contrasting color and number, each route of evacuation.
5. Signs necessary to meet accessibility requirements shall be provided.
6. Hazardous work and storage areas shall be identified by appropriate caution signs.

(c) **Other Potential Hazards.** Uninsulated hot water pipes, window projections, protruding sharp corners, or other potential hazards shall not be installed below six feet eight inches (6' 8") above finish floor (AFF). Audio/visual aids in classrooms may be mounted below six feet eight inches (6' 8") provided they are marked and padded in accordance with accepted safety standards or have permanent cabinets installed below them.

(d) **Storage Shelving.** Shelving shall not have sharp corners, splinters, or any construction feature that would be hazardous to the occupants. Shelving shall be constructed to carry the loads imposed. Shelving in science, labs, and shop storage rooms, and other places which may contain hazardous materials shall have a one-half (½) inch lip on the front edge of each shelf and shall be constructed of non-corrosive material.

(e) **Vertical Platform Lifts and Inclined Wheelchair Lifts.** The following standards are in addition to the other requirements of the state minimum building code, Florida law, and federal requirements

1. Lifts shall not reduce the required means of egress.
2. Lifts shall have shielding devices to protect users from the machinery or other hazards and obstructions.
3. Lifts shall be key operated for attendant operation in all facilities housing kindergarten to grade 8.
4. Inclined wheelchair lifts may be installed in facilities provided:
   a. The platform is equipped with bi-directional ramp sensing to stop travel if obstructions are encountered.
   b. Guide rails are smooth and continuous with no sharp edges or obstructions, all drive system components contain safety features for protection of users, and cables and pulling devices are shielded.

(f) **Color Code Machinery.** Working machinery with component parts shall be color-coded per ANSI

Z53.1, "American National Standard Safety Color Code for Marking Physical Hazards." Safety zone lines shall be marked on the floor areas surrounding working machinery.

(g) **Anchor Equipment.** All equipment designed to be permanently mounted shall be securely anchored to its supporting surface.

(h) **Provide Caution Signs.** Hazardous work and storage areas shall be identified by appropriate caution signs.

(14) **MECHANICAL.**

(a) **Conceal Piping.** Piping systems for flammable liquids or gases shall not be installed in or above interior corridors or stairwells. Piping (fluid system) shall not be run where students can access the pipes, or in areas such as on roofs where they can be damaged by routine or periodic maintenance activities. The main supply cut-offs for flammable liquids or gases shall shut down upon activation of the fire alarm system.

(b) **Return Air.** Corridors shall not be used as return air plenums.

(c) **Residential Equipment.** In home economics instructional spaces, faculty lounges, and similar areas where small residential-type ranges are installed, residential-type hoods mechanically exhausted to the outside may be used.

(15) **PLUMBING.**

(a) **Standards.** Educational and ancillary facilities shall be provided with toilets, hand washing facilities, and drinking fountains for all occupants, in ratios and accessible as required by the state minimum building code, Florida law, and federal requirements.

EXCEPTION: A single unisex toilet room is allowed where provided in child care, pre-kindergarten through grade three (3) classrooms.

(b) **Teacher Toilets.** In school board facilities, faculty and staff toilets shall be separate from student toilets.

(c) **Public Shelter.** If the facility includes a public shelter, a portion of the required group toilets shall be located within the shelter bounds.

(d) **Urinals.** Trough urinals shall not be installed in any location.

(e) **Floor Drains and Hose Bibbs.** All group toilet rooms shall be provided with at least one (1) floor drain and one (1) easily accessible hose bibb. The floor shall be sloped down to the drain. Stall urinals shall not serve as the required floor drains.

(f) **Shielding Device.** The entry to each group toilet room shall be provided with a door, partition, or other shielding device to block from view the occupants in the toilet room. If a door is provided, it shall have a closer and shall swing out in the direction of exit. Exterior entries to toilet rooms shall have outward swinging doors.

(g) **Hot Water.** When hot water is supplied to showers, handwash sinks, lavatories in toilet rooms, a mixing valve shall be installed to control the temperature which shall not exceed one hundred ten degrees Fahrenheit (110°F).

(h) **Delayed Closing Valves.** Water supply at toilet room lavatories shall be controlled by delayed-closing valves.

(i) **Shower Facilities.** Shower facilities are optional. Showers shall be provided only where required by the district's educational program and, where provided, shall utilize energy saving concepts for

hot water as required by Section 235.212, F.S. When provided, shower areas shall comply with the following:

1. Floor finish shall be slip resistant.
2. Floors shall be drained in such a manner that waste water from any shower head will not pass over areas occupied by other bathers.
3. Water shall be heated and the temperature at the shower head shall not exceed one hundred ten degrees Fahrenheit (110ºF) nor be less than ninety-five degrees Fahrenheit (95ºF).
4. A master control valve shall be provided to control the shower heads. Showers shall be equipped with flow control devices to limit total flow to a maximum of three (3) GPM per shower head.
5. Shower heads shall be based on the peak load to be accommodated at one (1) time and provided at the ratio of one (1) shower head for each five (5) students, located a minimum of thirty (30) inches apart.

(j) **Kitchens.** Kitchens and food service areas shall be provided with toilet and hand washing facilities for employees as required by code, state rule and statute.

1. Toilet rooms shall be completely enclosed, have self-closing doors, and shall open into a vestibule with self-closing doors. Toilet rooms shall not open directly into food preparation areas, serving areas, or dining areas. A minimum of one (1) water closet and one (1) lavatory, with hot and cold water, shall be provided in each staff toilet.
2. Floor Drains. Floor drains shall be provided in the food serving area, kitchen area, scullery, garbage and rubbish rooms, and can wash area.

(k) **Dousing Shower and Eye-Wash.** Every science room, lab, or shop where students handle materials or chemicals potentially dangerous to human tissue shall be provided with a dousing shower and eye wash for emergency use, including a floor drain.

(16) **ELECTRICAL.**

(a) **Emergency Lighting**. Emergency lighting shall be provided at internal and external means of egress, in student-occupied areas, in group toilets, and main electrical rooms.

(b) **Electrical Rooms and Closets.** Main service panels and switches, electrical distribution panels, cabinets, and rooms shall be lockable and not readily accessible to teachers or students or for use in storing materials.

(c) **Spare Capacity.** Lighting and power panels shall be provided with a minimum of twenty percent (20%) spare breakers and a minimum of ten percent (10%) spare capacity in all main panels and switchboards.

(d) **Emergency Shut-Off Switches.** Every laboratory space which has electrical receptacles at student work stations shall have an emergency shut-off switch within fifteen (15) feet of the instructor's work station. The emergency shut-off switch shall be operable by a single motion and shall interrupt power to all receptacles in the room.

Exception: Emergency shut-off switches are not required in computer laboratories.

(e) **Emergency Disconnect**. Each space equipped with electrically powered machinery accessible to students shall have a minimum of two (2) master emergency disconnect switches at convenient locations within the space to shut off all power tool outlets, power to student accessible machines

and receptacles in the shop. One (1) emergency shut-off or disconnect switch shall be located near the machinery and one (1) emergency shut-off or disconnect switch shall be located in the instructor's office if there is a clear view of the entire shop area, others may be required and located as determined by the authority having jurisdiction. The emergency disconnect or shut off switch shall be operable by a single motion.

Exception: Ordinary office machines, computers, sewing machines, potter's wheels residential cooking equipment in home economics labs and other non-hazardous machines do not require emergency disconnect devices.

(f) **Steam Rooms.** A "panic" switch to deactivate power to heating equipment shall be provided inside sauna and steam rooms. The panic switch shall also be tied into an alarm or other approved warning device in a supervised space in the area of the sauna and/or steam room. The operation of the switch shall be labeled to indicate the intended function.

(g) **Lightening.** All facilities in high lightening risk areas shall be evaluated using the Risk Assessment Guide in NFPA 780 and other standards which address lightening protection, and shall be protected accordingly.

(17) **ASSEMBLY OCCUPANCIES IN PUBLIC EDUCATIONAL FACILITIES.**

(a) Assembly occupancies are buildings, portions of buildings, or spaces used for gatherings of fifty (50) or more persons, such as auditoriums, gymnasiums, multipurpose rooms, classrooms and labs, cafeteria, stadiums, media centers, and interior courtyards. Assembly occupancies shall include the adjacent and related spaces associated with the main seating area.

1. Occupant capacity of an assembly occupancy shall be calculated as follows:
   a. Auditorium = the number of fixed seats, including accessible seating, in the main seating area plus the stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person.
   b. Gymnasium/gymnatorium with stage = the number of fixed and telescopic bench-type bleacher seats at eighteen (18) linear inches per person, including accessible seating, plus the main court area at fifteen (15) gross square feet per person, plus locker rooms at five (5) net square feet per person, plus stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person. Bleachers shall be accessible as required.
   c. Dining rooms/cafetorium with stage/multipurpose rooms = the main floor area at fifteen (15) gross square feet per person, plus the stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person, plus the kitchen at one hundred (100) gross square feet per person.
   d. Classrooms and labs = the main floor area of a single space at the design capacity. If spaces are combined through the use of folding partitions, the capacity and exiting shall be based on the capacity of all the spaces joined.
   e. Stadiums = the number of fixed bench-type bleacher seats at eighteen (18) linear inches per person, plus accessible seating.
   f. Media centers = the reading room and stacks floor area at thirty-six (36) net square feet per person, plus group instruction rooms at five (5) net square feet per person.

g. Closed circuit television production, distribution, and control = the main floor area at fifteen (15) net square feet per person.

h. Interior courtyards = the interior courtyard area at fifteen (15) gross square feet per person. Raised, dedicated landscape areas may be deducted.

(18) **SHADE AND GREEN HOUSES.**

(a) **General.** Shade/green houses shall be of Type IV Construction (metal frame) capable of withstanding the appropriate wind load.

(b) **Unrestricted Exiting.** The location of the shade/green house shall not hinder exiting from new and/or existing structures.

(c) **Required Doors.** A minimum of two (2) doors remotely located shall be provided. Doors shall be side hinged and shall swing in the direction of egress.

(d) **Accessibility.** Green houses shall meet accessibility requirements. The accessible walkway shall be connected to doors leading to an accessible route to the permanent structure.

(e) **Shade Cloth.** Shade cloth shall be tear-away fabric securely fastened to the structural frame.

(f) **Fire Extinguisher.** A minimum of one (1) Type 2-A-10B:C fire extinguisher shall be provided per shade/green house.

(g) **Fire Alarm.** Fire alarm pull stations shall be located within 200 feet of any shade or green house. Fire alarm horns mounted on a permanent building must be audible inside the shade/green house.

(h) **Space Heaters.** Space heaters, when provided, shall be mounted at least six (6) feet eight (8) inches AFF.

(19) **STORAGE.**

(a) **General Storage.** Storage rooms and closets shall not be located over or under exit stairs and ramps whether interior or exterior. General storage space(s) shall be included in every educational facility for the bulk storage of materials, supplies, equipment, and books. Storage rooms shall be separated from mechanical and electrical spaces. Storage spaces shall be mechanically ventilated and conditioned as appropriate for the type of materials to be stored. Sinks located in general storage rooms shall not be used for custodial services.

(b) **Custodial Work Areas and Storage.** Provide custodial work areas with well supported shelving for supplies, cleaning, and sanitation materials and an office area including male/female lockers and toilet facilities.

(c) **Custodial Closets and Storage.** Custodial closets shall be provided with storage shelving and a service sink supplied with both hot and cold water. They shall be conveniently located to serve each instructional floor and wing regardless of floor area, and other areas such as stage, kitchen, gym, auditorium, clinic, offices and shops.

(d) **Chemical and Hazardous Materials Storage.** In addition to the requirements of the state minimum building code and life safety codes for separation and protection, chemical and hazardous storage facilities shall also include:

1. **Chemical Storage.** Rooms and/or cabinets used for the storage, handling, and disposal of chemicals used in school and community college laboratories shall be vented to the exterior. The ventilation system shall not be connected to the air-conditioning return air system, and the rooms shall be kept at moderate temperatures. Doors shall be lockable from the outside

and operable at all times from the inside. Rooms shall be well illuminated. Cabinets shall have shelves with a one-half inch lip on the front and shall be constructed of non-corrosive material.

2. **Hazardous Materials Storage.** Buildings and/or rooms used for the storage, handling, and disposal of flammable, poisonous, or hazardous materials or liquids, and equipment powered by internal combustion engines and their fuels shall be separated from adjacent spaces by one-hour (1) fire-rated assemblies. These requirements also apply to completely detached buildings within sixty (60) feet of student-occupied facilities. Doors shall have a C Label and open directly to the exterior. Storage buildings and/or rooms shall be mechanically ventilated. Electrical fixtures, switches, heat detectors, and outlets installed in flammable storage rooms shall be explosion proof.

(20) CHILD CARE/DAY CARE/PRE-KINDERGARTEN FACILITIES.

(a) Child care/day care/pre-kindergarten facilities located on board-owned property shall comply with the state minimum building code, life safety codes, and the specific criteria in this section. Child care/day care/pre-K facilities requiring a license from another agency may also be required to comply with additional construction requirements imposed by that agency.

(b) Toilet facilities shall meet accessibility requirements and should open into the instructional space. The toilet may be used by both sexes and shall contain a water closet, lavatory, and related accessories.

(c) If child care facilities are provided with a bathing area, it shall be within or adjacent to the child care area and shall contain either a shower with hand-held sprayer or a tub. The water temperature shall be controlled by a mixing valve and shall not exceed one hundred ten (110) degrees Fahrenheit.

(d) Toilet facilities shall have a non-slip impervious floor and six- (6) foot impervious wainscot.

(e) Drinking fountain(s) shall be provided for the children and be within close proximity of the child care facility.

(f) A towel and soap dispenser shall be provided at each sink. Hand wash areas for adults shall be provided with warm water; the water temperature shall be controlled by a mixing valve and shall not exceed one hundred ten (110) degrees Fahrenheit. All electrical receptacles shall be placed out of reach of the children.

(g) When provided a residential-type kitchen shall include a non-slip floor, a refrigerator, a residential-type range hood mechanically exhausted to the outside, and a fire extinguisher located within fifteen (15) feet of the range within the same room.

(h) Areas designated for children's sleeping mats, cots or cribs shall include a clearly marked exit passageway.

(i) The child care facility shall not contain any storage of cleaning agents, chemicals, or other hazardous materials in student accessible areas.

(j) Outdoor play areas shall be provided and shall be protected from access to streets or other dangers. The play area shall be fenced or walled to a minimum height of four (4) feet and any latches on maintenance gates shall be secured or beyond the reach of the children.

(k) Shade shall be provided in the play area (a covered play area may be provided).

(l) Play equipment shall be firmly anchored, free of sharp corners or pointed surfaces, and shall have

cushioning surfaces such as mats or sand beneath.

(m) The grounds shall be free of undergrowth or harmful plant material.

(21) CLINICS.

(a) Clinics in kindergarten through grade twelve (K-12), Vocational-Technical Centers (VTC), and full service schools shall comply with the general criteria found in the state minimum building code and life safety codes, as well as the specific criteria found herein. Clinics shall be located and equipped to provide emergency aid to students. Closets and storage cabinets used for medications and bandages shall have locks, and shall be designed to be under constant supervision.

(b) School clinics shall include locked storage, toilet room and shower, and bed space.

(c) Sanitary facilities are required as follows:

1. Elementary school clinics, including Kindergarten, shall include at a minimum one (1) accessible toilet room, to serve male and female students, complete with a water closet, lavatory, accessible shower, changing table, and accessories.
2. Secondary and VTC school clinics shall include two (2) accessible toilet rooms complete with water closet, lavatory, and accessories. Toilet rooms shall have an accessible shower.
3. Toilet rooms in clinics shall include both hot and cold water at the showers and all lavatories. The water temperature shall be controlled by a mixing valve and shall not exceed one hundred ten (110) degrees Fahrenheit.
4. Toilet rooms shall have exhaust fans vented to the exterior.
5. A working counter top with lavatory/sink and hot water shall be provided.

(d) The bed area shall be designed to maintain constant visual supervision from the office. Space for student beds shall be provided in each clinic at fifty (50) square feet per bed. Space for beds in secondary and VTC schools shall be equally divided for male and female students. Beds shall be provided based on student capacity in the following ratios:

1. Up to 500 students = 3 beds.
2. 501 to 1,000 students = 4 beds.
3. 1,001 to 2,000 students = 5 beds.
4. Over 2,000 = 6 beds.

(e) Full Service School Health Clinics.

1. **Location.** Clinics shall be located to provide a direct accessible route from the exterior and from the interior or by a connecting covered walk.
2. **Parking.** Clinics shall be provided with ten (10) designated parking spaces immediately adjacent to the clinic, one (1) of which shall be accessible to the disabled.
3. **Sanitary Facilities.** Sanitary facilities are required as follows:
   a. Full service school clinics shall include one (1) accessible toilet room for males and one (1) for females, complete with water closet, lavatory, and accessories. Toilet rooms shall have an accessible shower. Additional toilets may be required for a full service school clinic depending on occupant load and program.
   b. Hot and cold water shall be provided at the showers and lavatories. The water temperature shall be controlled by a mixing valve and shall not exceed one hundred ten

(110) degrees Fahrenheit.

c. Toilet rooms shall have exhaust fans vented to the exterior.

d. A nurse's station shall be provided with a working counter with lavatory/sink and be located so as to maintain visual supervision of the bed area.

4. Locked storage rooms shall be provided for a refrigerator, files, equipment, and supplies.

5. Data outlets shall be provided for computer hook-ups and computer networking and additional electric outlets shall be provided for hearing and vision testing machines.

(22) **KILNS.** Kiln rooms and areas shall be provided with adequate exhaust to dispel emitted heat to the exterior, and they shall not be connected to any other exhaust system. Kilns shall not be located near or adjacent to paths of egress or exit and shall be placed in separate rooms when serving students through grade three (3). Kiln rooms shall be provided with appropriate smoke/heat detectors connected to the fire alarm system.

(23) **OPEN PLAN SCHOOLS.** An open plan building or portion of a building may be subdivided into smaller areas by use of low partitions [maximum five (5) feet high], movable partitions, or movable furnishing, which by location and type do not hinder or obstruct the ability of persons in one area of the plan to be immediately aware of an emergency condition in any other area of the plan. Corridors shall be identified with different color or type of flooring materials, by permanent low partitions or by other means to prevent blockage of the path of egress to exits by partitions or furniture. When open plan schools are partitioned, the work shall conform to the code requirements for new construction. Demountable or movable partitions in open plan classroom areas shall be a maximum of five (5) feet in height and shall terminate a minimum of five (5) feet from any permanent wall. All circulation openings in open plan areas shall be a minimum of five (5) feet wide. Movable furnishings shall not exceed five (5) feet in height and shall have a stable base.

(24) **PUBLIC SHELTER DESIGN CRITERIA.**

(a) **New Facilities.** New educational facilities for school boards and community college boards, unless specifically exempted by the board with the written concurrence of the applicable local emergency management agency or the Department of Community Affairs (DCA), shall have appropriate core facility areas designed as Enhanced Hurricane Protection Areas (EHPAs) in compliance with this section.

Exception: Facilities located, or proposed to be located, in a category 1, 2, or 3 evacuation zone shall not be subject to these requirements. Also, if more than one (1) facility is being constructed within any three (3) mile radius, no more than one (1) facility, which shall be selected on the basis of cost-effectiveness and greatest provision of shelter space, shall be required to incorporate the public shelter design criteria into its construction.

1. **Enhanced Hurricane Protection Areas (EHPA).** The EHPA areas shall provide emergency shelter and protection for people for a period of up to eight (8) hours during a hurricane.

a. The EHPA shall be designed to withstand wind loads and missile impact from hurricanes.

b. The EHPA criteria apply only to the specific portions of kindergarten through grade twelve (K-12) and community college educational facilities that are designated as EHPAs.

2. The EHPAs and related spaces shall serve the primary educational or auxiliary use during non-shelter occupancy.

(b) **Site.** Factors such as low evacuation demand, size, location, accessibility, and storm surge may be considered by the board, with written concurrence of the local emergency management agency or the DCA, in exempting a particular facility.

1. **Emergency Access**. EHPAs shall have at least one (1) route for emergency vehicle access. The emergency route shall be above the one-hundred (100) year floodplain. This requirement may be waived by the board, with concurrence of the local emergency management agency or the DCA.
2. **Landscaping.** Landscaping around the EHPA shall be designed to preserve safety and emergency access. Trees shall not conflict with the functioning of overhead or underground utility lines, or cause laydown or impact hazard to the building envelope.
3. **Parking.** During an emergency condition, vehicle parking shall be prohibited within fifty (50) feet of an EHPA. Designated EHPA parking areas may be unpaved.
4. **Signage.** Floor plans of the facility, indicating EHPAs, shall be mounted in the emergency manager's office/area.

(c) **Design.** EHPAs may be above or below ground and may have more than one (1) story, provided the design satisfies the wind load and missile impact criteria. Modular and open-plan buildings may serve as EHPAs provided the design satisfies the wind load and missile impact criteria.

1. **Excluded Spaces.** Spaces such as mechanical and electrical rooms, storage rooms, open corridors, kitchens, science rooms and labs, vocational shop areas and labs, computer rooms, attic and crawl spaces, shall not be used as EHPAs.
2. **Capacity.** Fifty percent (50%) of the net square feet of a designated educational facility shall be constructed as EHPAs. The net square feet shall be determined by subtracting from the gross square feet those spaces such as mechanical and electrical rooms, storage rooms, open corridors, kitchens, science rooms and labs, vocational shop areas and labs, computer rooms, attic and crawl spaces that shall not be used as EHPAs. The board, with concurrence of the applicable local emergency management agency or DCA, may adjust this requirement if it is determined to be in its best interest. The capacity of an EHPA shall be calculated at twenty (20) square feet per occupant (adults and children five years or older) for up to eight (8) hours during a hurricane.
3. **Toilets.** Toilet and hand washing facilities should be located within the EHPAs and provided at one (1) toilet and one (1) sink per forty (40) occupants. These required toilet and hand washing facilities are not in addition to those required for normal school occupancy and shall be included in the overall facility fixture count.
   a. Support systems for the toilets, e.g., bladders, portable toilets, water storage tanks, etc., shall be capable of supplying water and containing waste, for the designed capacity of the EHPAs.
   b. Plumbing and valve systems of "normal" toilets within the EHPAs may be designed for conversion to emergency operation to meet the required demand.
4. **Food Service.** Where feasible, include counter tops for food distribution functions in the EHPAs.
5. **Manager's Office.** An EHPA manager's office shall be located within the EHPA. The office

shall have provisions for standby power, lighting, communications, and storage for the manager's equipment. A fire alarm panel shall be located in the EHPA manager's office.

(d) **Structural Standard for Wind Loads.** At a minimum, EHPAs shall be designed for wind loads in accordance with ASCE 7-98, "Minimum Design Loads for Buildings and Other Structures, Category III (Essential Buildings)." Openings shall withstand the impact of wind-borne debris missiles in accordance with the impact and cyclic loading criteria per SBC/SSTD 12-99. *Based on a research document, "Emergency Shelter Design Criteria for Educational Facilities," 1993, by the University of Florida for the DOE, it is highly recommended by the Department that the shelter be designed using the map wind speed plus forty (40) mph, with an importance factor of 1.0.*

1. **Missile Impact Criteria.** The building enclosure, including walls, roofs, glazed openings, louvers, and doors, shall not be perforated or penetrated by a flying object. For walls and roofs, the missile criteria is as provided in SBC/SSTD 12-99.
   a. Materials used for walls, roofs, windows, louvers, and doors shall be certified for resistance to missile impact criteria..

   b. The glazed openings or permanent protective systems over glazed openings shall be designed for cyclic loading.
2. **Roofs.** Roof decks shall be cast-in-place four (4) inch, or more, normal weight concrete. Concrete decks shall be waterproof. Systems other than cast-in-place concrete shall have adequate bearing, anchorage against wind uplift, diaphragm action, and resistance to rain that are equivalent to a cast-in-place system.
   Exception: Structural pre-cast concrete roofs, composite metal decks with normal weight concrete roofs, or other systems and materials that meet the wind load and missile impact criteria may be used.
   a. Light weight concrete or insulating concrete may be used on roof decks of EHPAs provided the roof decks are at least four (4) inch cast-in-place normal weight concrete or other structural systems of equivalent strength.
   b. Roof openings (e.g., HVAC fans, ducts, skylights) shall be designed to meet the wind load and missile impact criteria.
   c. Roof coverings shall be specified and designed according to the latest ASTM and Factory Mutual Standards for materials and wind uplift forces. Roofs shall be inspected by a licensed engineer/architect and a representative of the roofing manufacturer.
   d. Roofs shall have adequate slope and drains sized for normal use and shall have emergency overflow scuppers which will accommodate a two (2) inch per hour rain for six (6) hours.
   e. Parapets shall satisfy the wind load and missile impact criteria; roof overhangs shall resist uplift forces.
3. **Windows.** All unprotected window assemblies and their anchoring systems shall be designed and installed to meet the wind load and missile impact criteria.
   a. Windows may be provided with permanent protective systems provided the protective system is designed and installed to meet the wind load and missile impact criteria and

completely covers the window assembly and anchoring system.

b. EHPAs without windows shall have mechanical ventilation systems.

4. **Doors.** All exterior and interior doors subject to possible wind exposure and/or missile impact shall have doors, frames, anchoring devices, and vision panels designed and installed to resist the wind load and missile impact criteria or such doors, frames, anchoring devices, and vision panels shall be covered with permanent protective systems designed and installed to resist the wind load and missile impact criteria.

5. **Exterior Envelope**. The exterior envelope, louvers over air intakes and vents, and gooseneck type intakes and vents of EHPAs shall be designed and installed to meet the wind load and missile impact criteria.

   a. HVAC equipment mounted on roofs and anchoring systems shall be designed and installed to meet the wind load criteria.

   b. Roof mounted HVAC equipment shall have a twelve (12) inch high curb around the roof opening and be designed to prevent the entry of rain water.

6. **Foundations and Floor Slabs.** Foundations shall be designed to resist all appropriate loads and load combinations, including overturning moments due to wind. The floor elevation and necessary life safety and other emergency support systems of EHPAs shall be elevated above the maximum storm surge inundation elevation associated with a category four (4) hurricane event. Storm surge elevations shall be identified by the most current edition of the regional Sea Lake and Overland Surges from Hurricanes (SLOSH) studies and atlases. This information can be obtained from the Department of Community Affairs, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida, 32399-2100, or from the local government emergency management office.

(e) **Electrical and Emergency Power System.** The EHPA shall be provided with an emergency electrical power system which shall have an outlet for coupling a backup portable generator. Emergency power, per NFPA 70, Article 700, shall be provided for operation of emergency lights, exit signs, and fire alarm systems in the EHPA. The fire alarm panel shall be located in the EHPA manager's office. A remote annunciator panel shall be located in or adjacent to the school administrator's office. Where economically feasible, an equivalent photovoltaic system may be provided. When generators are installed, the facility shall include an enclosed area designed to protect the generators from winds and missile impact. Air intakes and exhausts shall be designed and installed to meet the wind load and missile impact criteria.

1. **EHPA Lighting.** Standby lighting within the EHPAs, toilet rooms, and generator spaces should provide at least ten (10) footcandles of general illumination which can be reduced to one-half (½) footcandle in the sleeping areas during the night.

2. **Standby Circuits.** Selected ventilation fans, intercom system, and other standby circuits shall be connected to the standby power system per NFPA 70, Article 702 (optional standby circuits). The fire alarm, emergency lighting, and exit signs throughout the entire campus shall remain operational and shall receive first priority to the power provided by the facility's emergency power system per Article 700 of NFPA 70.

3. **Receptacle Outlets.** A minimum of four (4) electrical outlets, served with power from the

standby circuits, shall be provided in the EHPA manager's office.

(f) **Inspections.** EHPAs shall be considered "threshold buildings" in accordance with Section 553.71(7), F.S., and shall comply with Sections 553.79(5), (7), and (8), F.S.

1. Construction of EHPAs shall be inspected during the construction process by the design architect/engineer(s) and threshold inspectors for compliance with applicable rules and laws.
2. The emergency electrical systems shall be inspected during the construction process by Florida registered professional engineers skilled in electrical design.
3. EHPAs shall be inspected and recertified, for compliance with the structural requirements of this section, every five (5) years by a Florida registered professional engineer skilled in structural design. If any structural system, as specified in this section, is damaged or replaced, the recertification shall be obtained prior to the beginning of the next hurricane season.
4. All shutter systems, roofs, overflow scuppers, and structural systems of EHPAs shall be inspected and maintained annually prior to hurricane season and after a major event. All emergency generators shall be inspected under load conditions including activation of the fire alarms, emergency lights as per applicable equipment codes and NFPA standards, and including mechanical systems and receptacles connected to the emergency power.

(25) **TIME-OUT ROOMS.**

(a) Locking an individual inside a space without a means of opening the door from within that space is contrary to the exiting philosophy of the building codes and fire safety codes for educational facilities. The educational program which requires containment of the out-of-control student can be accommodated within this context only if the primary locking system requires full-time human contact and observation of the student while in confinement, and there are redundant systems for automatic release of the locks in case of power failure or fire. If the observer walks away from observation status, the lock shall release. Doors to time out rooms shall not be held closed by the placement of any object which prohibits free opening of the door upon release of the locking mechanism. If time-out rooms are used, they shall comply with the provisions of this section.

(b) **Electro-Magnetic Locking Device.** When a time-out room is to be locked, an electro-magnetic locking device may be used and shall have the following features:

1. The lock shall remain engaged only when a push button mounted outside the time-out room adjacent to the door frame, or other hand held device, is continuously depressed by hand. Upon release of pressure, the door shall unlock. The locking device shall be designed so that it cannot be engaged by leverage of an inanimate object or in any other manner except by constant human contact.
2. The push button, or similar device, shall be recessed from the face of the unit housing, or in some other way designed to prevent taping or wedging the button in the engaged mode.
3. The device shall have an interface relay with the fire alarm system and shall automatically release upon activation of the fire alarm.
4. The locking device shall automatically disengage in the event of a power failure.
5. Timers shall not be used on the locking device.

(c) **Door Requirements.** The door shall have only a push plate exposed on the interior of the room.

1. The door shall swing out of the room and shall be equipped with a fully concealed track type closer.
2. A vision panel shall be provided in the door, and it shall be no larger than one hundred forty-four (144) square inches. The view panel shall consist of a clear one-quarter (¼) inch thick unbreakable plastic panel flush with the inside face of the door on the inside of the room. The panel shall be positioned in the door so that a staff member may continuously keep the student under surveillance.
3. The door frame and jamb/head reveal on the inside shall be minimal. If provided, a flat metal threshold shall be used.

(d) **Finishes.** The floor and walls shall be durable, vandal-resistant materials. The ceiling shall be of a solid and moisture-resistant material. There shall be no projections or protrusions from the walls, ceiling, or floor. All surfaces shall be smooth and no electrical outlets, switches, plumbing clean-outs or similar items shall be inside the room. The room shall not contain anything that can be set on fire, torn, shredded or otherwise used for self-harm.

(e) **Minimum Size.** The room shall be designed for a single occupant only and shall be a minimum of six (6) feet by six (6) feet.

(f) **Lighting.** The room shall have a recessed vandal-proof light fixture in the ceiling capable of being dimmed. The light switch shall be located outside the room adjacent to the door jamb.

(g) **HVAC Required.** Time-out rooms shall be mechanically heated and cooled. Registers shall be ceiling mounted and vandal proof.

(26) **NEW RELOCATABLE BUILDINGS**

(a) **Relocatables.** This section applies to the construction of new relocatables after the effective date of these standards. The terms relocatable and portable are interchangeable and both terms are used to describe buildings which are constructed to the same building codes as permanent public school buildings, except they are designed to be moved. These buildings may be manufactured in a plant, constructed on site, may be made of demountable components, and may be combined. All new relocatable or portable classrooms shall be designed and constructed in compliance with the state minimum building code and life safety codes. The requirements for new relocatables contained herein are in addition to the minimum requirements of the state minimum building code and the life safety codes. New relocatables which do not comply with the building codes, fire codes and these standards shall not be used as classrooms or for any other student occupancy. For code requirements and other standards applicable to relocatables constructed prior to this code, which may be type VI (wood) relocatables, see Existing Relocatables, Section 5(2), State Requirements for Educational Facilities .

(b) **Design, Plan Approval, Construction.** Regardless of cost or fund source, whether used for classroom, auxiliary or ancillary space, whether leased, purchased, contracted, or constructed by the school board or community college board, plans and documents for relocatables, portables and modular schools shall be prepared by Florida registered design professionals and submitted to the authority having jurisdiction for review and approval for compliance with Florida laws, rules, building and life safety codes. The buildings shall be constructed and inspected by personnel

licensed, certified or trained as required by Florida construction industry licensing laws.

1. **Districtwide Foundation Plans.** Districtwide foundation plans for tie down and wind resistance for each type of relocatable and each type of known soil condition in the district, shall be prepared and reviewed at the time of the design and shall be required as a part of the approval of any relocatable. These documents shall be kept on file in the district, with an additional copy in each relocatable filed together with current annual local fire inspection reports, as required by law. The foundation plans shall be reviewed and updated when necessary for compliance with current code for subsequent installations of the relocatable. Relocatables which do not meet the requirements of code for tie down and wind resistance shall not be occupied.
2. **DOT Requirements**. Relocatable units designed to be moved on state roads shall comply with the maximum unit height, length and width requirements of the Department of Transportation (DOT).
3. **Inventory/Construction Date Signage.** A FISH inventory room number and the date of construction shall be noted on an inventory sign permanently affixed outside, beside or above the door, on all relocatables owned or leased by a district.

(c) **Construction Type.** After the effective date of these standards all new relocatables constructed, purchased or otherwise acquired by a board shall be non-combustible Type IV construction. (See Existing Relocatables, Vol. I, Section 5(2), State Requirements for Educational Facilities, for requirements for owned or leased relocatables which were constructed before the effective date of this code.)

(d) **Accessibility.** All relocatables constructed, purchased or otherwise acquired by a board after the effective date of these standards shall comply with the Americans with Disabilities Act as modified by chapter 553 F.S.; the Florida Accessibility Code for Building Construction. Relocatables intended for use at facilities housing up to grades 5 or 6, shall also conform to the Federal criteria "Accessibility Standards for Children's Environments" which is available from the U.S. Architectural and Transportation Barriers Compliance Board.

(e) **Site Standards/Site Plan.** After the effective date of these standards, relocatables placed on educational plant sites shall comply with federal and state laws and rules relating to the placement of structures on sites, as well as building code, fire code site requirements.

1. **Floodplain.** Compliance with floodplain standards is required for the initial and subsequent installation of public educational relocatable units. The finished floor shall be twelve (12) inches above base flood elevation, the structure shall be designed to meet the state minimum building codes and anchored to resist buoyant forces.
2. **Covered Walks and Technology.** New relocatables and "modular schools" acquired by a board which are intended for long term use, shall be connected from exit door to the core facilities by accessible covered walkways, and shall contain wiring and computer technologies which connect to the facility's technology, communications and fire alarms infrastructure.

   Exception: Covered walks and public address systems are not required in community college facilities.

   Exception: Temporary relocatables. Temporary relocatables constructed after the date of this

standard shall meet all construction requirements of this code, except that covered walks may be installed. The term "temporary relocatable" means relocatables which are used for less than three years to provide temporary housing while permanent replacement classrooms and related facilities are under construction, renovation or remodeling. The term "temporary relocatable" does not apply to relocatables which have been located on a school site for more than two (2) years and used for classrooms or for student occupancy, where there is no identifiable permanent facility which is under construction, being remodeled, or renovated to house the students.

3. **Minimum Setback.** The minimum setback from the property line for new relocatable units shall be as required by local zoning. (See Existing Relocatables, Vol. I, Section 5(2), State Requirements for Educational Facilities, for requirements for owned or leased relocatables which were constructed before the effective date of this code.)
4. **Separation of Units.** Type IV, (noncombustible) relocatable units shall be separated as required by the state minimum building code and the school site plan. (See Existing Relocatables, Vol. I, Section 5(2), State Requirements for Educational Facilities, for requirements for owned or leased relocatables which were constructed before the effective date of this code.)

(f) **Structure.** Relocatable structures shall be positively anchored and designed to comply with state minimum building code requirements.

(g) **Fire Retardant Treated Wood.** Only fire retardant treated wood (FRTW) which does not contain ammonium phosphates, sulfates, or halides may be used in the roof structure of Type IV construction, as authorized by other sections of the state minimum building code. FRTW shall comply with the specific requirements found elsewhere in these public educational facilities requirements. Contractors shall provide evidence of compliance to inspectors. Inspection access panels shall be provided to facilitate initial and annual inspections for general condition assessment of FRTW and connectors.

(h) **Doors.** Exit doors shall swing in the direction of exit travel.

1. **Classroom Locksets.** Each door shall be equipped with a lockset, which is readily opened from the side from which egress is to be made at all times, a threshold, heavy duty hinges, and closer to control door closing. Each door shall have a view panel, with minimum dimensions of eight (8") inches by forty-two (42") inches and a maximum of one thousand two hundred ninety-six (1,296) square inches, of one-quarter (¼) inch tempered or safety glass installed with the bottom edge of the panel at thirty (30) inches AFF. Each exterior door shall be protected from the elements by a roof overhang.
2. **Roofed Platform.** All exterior doors shall open onto a minimum five (5) foot by five (5) foot roofed platform with handrails, which is level with the interior floor.

(i) **Operable Windows.** Classrooms shall have operable windows in at least one (1) wall equal to at least five (5) percent of the floor area of the unit where required by section 235.212 F.S. Awning, casement, or projecting windows shall not be placed in walls with adjacent walks, ramps, steps, or platforms.

1. **Rescue.** Emergency rescue window shall comply with NFPA 101, and shall be labeled "EMERGENCY RESCUE - KEEP AREA CLEAR".

(j) **Finishes.** Finishes in relocatable units shall comply with the following:

1. **Interior Walls and Ceilings.** Interior wall and ceiling finishes in classrooms and other student use spaces shall be Class A or B as defined in NFPA 101. Corridor finishes shall be Class A. Formaldehyde levels shall not exceed the minimum HUD standards for manufactured housing.
2. **Floors.** Floors shall be covered with resilient material, carpet, or other finished product. Carpet in classrooms shall be tested and certified by the manufacturer as passing the Radiant Panel Test Class II. Carpet in corridors shall be tested and certified by the manufacturer as passing the Radiant Panel Test Class I.
3. **Toilet Rooms, Showers and Bathing Facilities.** Partitions and walls separating group toilet rooms shall be extended to the bottom of the roof deck.
   a. Toilet room floors and base shall be finished with impervious non-slip materials. Toilet room walls shall be finished with impervious materials which shall be extended to a minimum height of six (6) feet.
   b. Ceilings shall be of solid type moisture resistant materials.

(k) **Fire Extinguishers.** At least one (1) appropriate fire extinguisher shall be provided in each relocatable classroom unit and in each classroom of a multi-classroom building.

(l) **Document Storage.** Provision shall be made to secure foundation plans and to post the annual fire inspection report within each relocatable unit.

(m) **Time-out Rooms.** Time-out rooms, are not recommended, but when provided, shall comply with the specific requirements for time-out rooms found elsewhere in these public educational facilities code requirements.

(n) **Child Care/Day Care Units.** Standard classroom units intended to house birth to age three (3) children, including Teenage Parent Programs (TAP), shall meet the additional criteria under the title of "Child Care/Day Care/Prekindergarten Facilities" for permanent buildings contained in these public educational facilities requirements, as well as the following:

1. All TAP spaces where residential kitchens are provided shall have two doors exiting directly to the outside and remotely located from each other. Areas designated for children's sleeping mats, cots or cribs, shall have a clearly marked exit passageway.

(o) **Illumination Required.** Illumination in classroom units shall be designed to provide an average maintained fifty (50) foot candles at desk top.

1. **Emergency Lighting.** Each classroom unit shall be equipped with emergency lighting.
2. **Exterior Lighting.** Exterior Lighting shall be provided as required elsewhere in these public educational facilities code requirements.
3. **Exit Lighting.** Exit lights shall be provided as required by life safety codes.

(p) **Air Conditioning, Heating and Ventilation.** Relocatable facilities shall meet state building code requirements.

(q) **Technology.** Relocatables shall contain wiring and computer technology appropriate for the

programs to be housed.

(r) **Fire Safety Requirements.** New relocatables shall be provided with fire alarm devices meeting the code requirements for permanent educational facilities and shall be connected to the facility's main fire alarm system as required by code.

(s) **Inspection of Units During Construction.** Boards shall provide for the inspection of relocatables during construction, as required by the state minimum building code, as authorized by statute.

(t) **Inspection of Units Prior to Occupancy.** Prior to occupancy new relocatables shall be inspected and approved for compliance to the building and life safety codes. New units shall have foundation plans provided and secured, in the relocatable along with the local fire inspector report. Certification of such inspection shall remain on file with the district. Inventory/date of construction signage shall be affixed to the relocatable. Where fire retardant wood is used inspection access panels shall be provided and within easy reach to facilitate inspection for general condition assessment of FRTW and connectors.